

MINUTES OF THE REGULAR COMMISSION MEETING OF APRIL 25, 2023
OF
PUBLIC UTILITY DISTRICT NO. 1
OF
THURSTON COUNTY, WASHINGTON

The second regular Commission meeting for April 2023 of the Commissioners of Public Utility District No. 1 of Thurston County was called to order on April 25, 2023 and commenced at 5:00 p.m. Commissioners Chris Stearns and Linda Oosterman 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; Commissioner Olsen was excused from the meeting. The following personnel were also present:

- 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 and Customer Service Manager (FCSM)
- Kalelia Gipson, Customer Service Representative (CSR) and Associate Clerk to the Board
- Kurin Miller, Administrative Services Coordinator (ASC) and Clerk to the Board

Call to Order:

Commissioner Stearns called the regular meeting to order at 5:02 p.m. The Pledge of Allegiance was recited.

Approval of Agenda:

Commissioner Oosterman made a motion to excuse Commissioner Olsen from the Commission meeting April 25, 2023; Commissioner Stearns seconded the motion; the motion passed with all in favor. Commissioner Oosterman made a motion to approve the agenda as presented; Commissioner Stearns seconded the motion; the motion passed with all in favor.

Consent Calendar:

Approval of Minutes: April 11, 2023
Prequalification of Contractors: None
Correspondence: None
Voucher Approval:

- 1) Accounts Payables: April 12, 2023, April 19, 2023
- 2) Payroll: April 20, 2023

Other:

- 1) Proclamation for Drinking Water Week (May 7- 13, 2023)
- 2) Authorization to Purchase an Additional \$50,000 in Meter Equipment
- 3) Resolution 23-13, COVID-19 FEMA Public Assistance Grant

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:

Strategic Plan Performance Measures and Action Steps Report – 1st Quarter 2023 Update

AGM Parker briefly introduced the first quarter update for the Strategic Plan Performance Measures and Action Steps Report. The Board discussed Commissioner assignments and water system outages with staff.

Discussion – Cross Connection Questionnaire and Follow Up Action with Customers

FSCM Tartt and DPC Gubbe introduced this topic and the District’s process for new customers and existing customers alike. GM Weidenfeller also reported on staff’s intent to disconnect customers that are out of compliance with the Cross Connection Control Program procedures. After discussion with District staff, the Board granted the GM the authority to proceed as planned with follow up action (including service disconnection).

Discussion – Agenda for Strategic Planning Session

GM Weidenfeller discussed the outline for the Board’s Strategic Planning Session scheduled for May 2, 2023. GM Weidenfeller addressed this topic with the Board, and they concurred with the agenda as presented.

First Reading – Resolution 23-11, Construction Contract for Pattison (500) Well Drilling

DPC Gubbe introduced Resolution 23-11, which would award the construction contract for the Drinking Water State Revolving Fund (DWSRF) project for the Pattison water system. Commissioner Stearns asked about the system’s well and about the Tri Lakes Project presentation that the DPC attended. DPC Gubbe addressed the Commissioner’s questions.

First Reading – Resolution 23-12, 2023 Conservation Program

DPC Gubbe introduced Resolution 23-12, which sets the 2023 Conservation Program for all PUD water systems.

Action/Approval Items:

Resolution 23-01, Construction Contract for Hawley Hills (686) Consolidation

DPC Gubbe introduced Resolution 23-01, which would award the construction contract for the DWSRF project at Hawley Hills (686) water system for the consolidation project which includes a reservoir, new booster station, and landscaping. DPC Gubbe addressed a question from Commissioner Stearns about the contact contingency. **Commissioner Oosterman made a motion to approve Resolution 23-01 as presented; Commissioner Stearns seconded the motion; the motion passed with all in favor.**

Resolution 23-10, Construction Contract for Meadows (690) Generator Installation

DPC Gubbe introduced Resolution 23-10, which would award the construction for the FEMA-funded project at the Meadows (690) water system. Commissioner Stearns made comment about the security of the generator, and DPC Gubbe addressed the Commissioner’s comment. **Commissioner Oosterman made a motion to approve Resolution 23-10 as presented; Commissioner Stearns seconded the motion; the motion passed with all in favor.**

Commissioner Signatures/Break: None

Presentations:

GM Weidenfeller reported on several topics including the Hawley Hills water system contract, the Tri Lakes Project presentation, and the upcoming PNWS-AWWA conference with other District staff. FCSM Tartt reported that the District will receive a Communications Award at the PNWS-AWWA Conference.

AGM Parker addressed document signing following the meeting. Commissioner Oosterman discussed internet service at PUD Headquarters with AGM Parker and FCSM Tartt.

DFO Campbell reported on several topics, including the parking lot drainage project for the 1240 Ruddell Road building, water main repairs, progress of the newer members of Field Operations staff, water system flushing, and tree roots in easements on District water systems. DFO Campbell addressed questions from the Board.

Per GM Weidenfeller's request, DPC Gubbe reported on the Tanglewilde-Thompson Place (600) Water System Plan (WSP) update.

Commissioner Oosterman asked about inflation, and this topic was discussed at length. FCSM Tartt reported on a communication award received from AWWA for a communication plan targeting users with higher usage. GM Weidenfeller reported that FCSM Tartt and DFO Campbell will be attending an upcoming career fair at South Puget Sound Community College (SPSCC).

Commissioner Topics, Discussions, and Reports:

Commissioner Oosterman spoke about water availability, water rights, and projected growth within Thurston County. The Board discussed this topic at length with GM Weidenfeller.

Commissioner Stearns briefly spoke about the Grand Mound water system. Commissioner Oosterman added to Commissioner Stearns's report.

Executive Session: None

Adjournment: Commissioner Oosterman made a motion to adjourn; Commissioner Stearns seconded the motion; the motion passed with all in favor. The meeting adjourned at 6:40 p.m.

Assignments:

- 1) Forward the Tri Lakes Project presentation to Commissioner Oosterman.
- 2) Follow up with the Board regarding the "other" category listed for water system outages, per the Strategic Plan Performance Measures and Action Steps Report.

Christopher Stearns

Christopher Stearns (May 24, 2023 01:27 PDT)

Chris Stearns, Commissioner and President

Attest:

Linda Oosterman

Linda Oosterman (May 24, 2023 15:13 PDT)

Linda Oosterman, Commissioner and Acting Secretary











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Final Audit Report

2023-05-24

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