

MINUTES OF THE REGULAR COMMISSION MEETING OF MAY 9, 2023
OF
PUBLIC UTILITY DISTRICT NO. 1
OF
THURSTON COUNTY, WASHINGTON

The first regular Commission meeting for May of the Commissioners of Public Utility District No. 1 of Thurston County was called to order on May 9, 2023, and commenced at 5:00 p.m. Commissioners Chris Stearns, Linda Oosterman, and Russell E. Olsen 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)
- Joseph A. Rehberger, the District's Chief Legal Counsel
- 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 5:00 p.m. The Pledge of Allegiance was recited.

Approval of Agenda:

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

Consent Calendar:

Approval of Minutes: None

Prequalification of Contractors: None

Correspondence: None

Voucher Approval:

- 1) Accounts Payables: April 26, 2023, May 3, 2023
- 2) Payroll: May 5, 2023

Other:

- 1) Resolution 23-19, Purchase Agreement for Hawley Hills (686) Telemetry System
- 2) Schedule PUD Picnic at Pioneer Park (Tumwater) - July 28, 2023 at 2:00 p.m.

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 – 2024 Budget Process Overview and Timeline

AGM Parker spoke to the Board on the Proposed 2024 Budget and upcoming Public Meetings.

Commissioner Oosterman made a comment about rescheduling the September 26, 2023 Commission meeting. The Board discussed alternative meeting options and outreach to different parts of the county

with GM Weidenfeller and AGM Parker; based on this discussion, the regular Commission meeting scheduled on Tuesday, September 26th will be rescheduled to Monday, September 25th.

Discussion – Preliminary 2024 Budget Priorities

AGM Parker introduced preliminary priorities for the 2024 Budget and asked the Board for input by the end of June.

Discussion – 2023 Meter Replacement Plan

FSCM Tartt updated the Board on the meter budget and recently attending a meeting with DPC Gubbe, DFO Campbell, and staff members regarding a meter replacement plan. DFO Campbell spoke about the upcoming planning and addressed Commissioner Stearns comment on replacement of source meters. GM Weidenfeller made a comment about replacement of meters that are 25 years or older and DPC Gubbe addressed GM Weidenfeller comment.

Discussion – Brief Overview of Lead Service Line Inventory

DPC Gubbe presented information on required reporting for lead service line inventory. Commissioner Stearns commented on the responsibilities of water purveyors, and Commissioner Oosterman asked about testing for lead amongst different types of water systems. DPC Gubbe further discussed this topic with the Board.

First Reading – Resolution 23-14, Interlocal Agreement with Thurston County

AGM Parker introduced Resolution 23-14 which would authorize the General Manager to sign an interlocal agreement with Thurston County related to the Green Cove Creek Culvert replacement project. The Board discussed this topic at length with District staff, including the District's attorney, Joe Rehberger.

First Reading – Resolution 23-15, 2nd Amended 2023 Capital Budget

FSCM Tartt introduced Resolution 23-15 which would revise the District's 2023 Capital Budget, increasing the line items for several projects. Commissioner Stearns made a comment about funding and planning for the Tanglewilde-Thompson Place 600 mainline replacement project; GM Weidenfeller addressed the Commissioner's comment.

First Reading – Resolution 23-16, Policies and Procedures Update

AGM Parker introduced Resolution 23-16 which would adopt revisions to the several District policies. Commissioner Stearns asked about jury duty pay/civil leave, and Commissioner Oosterman asked about General Manager authority as outlined in the proposed changes for Policy 100-018 Employment Policy. The Board discussed this topic at length with GM Weidenfeller and AGM Parker. Based on a request from the Commissioners, staff will send information to the Board on the General Manager's authority. Staff will also send Policy 100-018 and Resolution 23-07 to Commissioner Oosterman for further review.

First Readings – Resolution 23-17, Brown 249 Pumphouse Replacement Contract and Resolution 23-18, Marshall 228 Pumphouse Replacement Contract

DPC Gubbe introduced Resolutions 23-17 and 23-18 which would award the construction contracts for the pumphouse replacement projects at the Brown 249 and Marshall 228 water systems.

Discussion - Legislative Outreach

Commissioner Olsen presented a proposal on legislative outreach as a point of follow up on the Board's Strategic Planning Session discussion. The Board discussed this topic at length and agreed to support Commissioner Olsen's request to develop an action plan for legislative outreach with District staff.

Action/Approval Items:

Resolution 23-11, Construction Contract for Pattison 500 Well Drilling

DPC Gubbe briefly presented Resolution 23-11 which would award the construction for the DWSRF project at the Pattison 500 water system. The DPC explained that she is corresponding with the Washington State Department of Health (DOH) on the final approval from their office for this project; there may be issues to work through before the contract is officially awarded. Following the meeting, AGM Parker will send Resolution 23-11 to the Board to electronically sign while these issues are resolved. **Commissioner Olsen made a motion to approve Resolution 23-11 as presented: Commissioner Oosterman seconded the motion; the motion passed with all in favor.**

Resolution 23-12, 2023 Conservation Program

DPC Gubbe briefly presented Resolution 23-12 which would adopt the 2023 Conservation Program for all District water systems. Commissioner Stearns spoke about the conservation program for the City of Chehalis, and Commissioner Olsen asked about expending the budget for the conservation programs over the years; DPC Gubbe the Board on these comments and questions. **Commissioner Olsen made a motion to approve Resolution 23-12 as presented: Commissioner Oosterman seconded the motion; the motion passed with all in favor.**

Commissioner Signatures/Break: None

Presentations:

GM Weidenfeller briefly reported about recently attending the PNWS-AWWA annual conference with other staff members.

AGM Parker and FSCM Tartt addressed a question from Commissioner Olsen on upcoming hot weather, service disconnections, and the state's new prohibitions surrounding utility disconnections during high temperatures. DPC Gubbe reported on irrigating schedules for District customers and planning for water systems that experience water outages due to overconsumption.

FSCM Tartt briefly addressed two Excellence in Communication awards received from PNWS-AWWA regarding the District's Rate Increase Communication Plan and the Residential High User Advisory Notice/Communication Plan. Commissioners made comments, and GM Weidenfeller addressed the Board on this topic.

DFO Campbell reported on a well pump replacement at the Meadows 690 water systems accomplished by using new equipment, the purchased of which was recently authorized by the Board.

DPC Gubbe addressed a question by Commissioner Oosterman about a date listed in her report for pumphouse replacements.

Commissioner Topics, Discussions, and Reports:

Commissioner Oosterman attended an emergency management meeting regarding building resilience after mass shootings. The Commissioner also addressed fire management in Washington state and the effect on the District of allowing fires to burn without intervention. The Board discussed this topic at length. Staff will follow up on with the Board on this item.

Commissioner Olsen will be out of town for the regular Commission meetings on May 23, 2023, July 25, 2023, and August 8, 2023. He will attend these meetings via Zoom if he is able to, but the Board agreed to excuse the Commissioner if needed.

Commissioner Stearns reported on several items; the Commissioner recently attended meetings for the Thurston Regional Planning Council (TRPC), Chehalis Basin Partnership, and the Water Resources Advisory Committee (WRAC). The Commissioner spoke at length about the topics discussed at these meetings.

Executive Session:

At 6:55 p.m., Commissioner Stearns announced that the Board would enter into an Executive Session to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency in accordance with the provisions of RCW 42.30.110 (1) (i), for 15 minutes until 7:10 p.m. At 7:10 p.m., the Executive Session was extended for ten minutes until 7:20 p.m. At 7:20 p.m., the Executive Session concluded, and the regular meeting resumed. The District's attorney was present for the Executive Session, but no decisions were made by the Board.

Adjournment: Commissioner Olsen made a motion to adjourn: Commissioner Oosterman seconded the motion; the motion passed with all in favor. The meeting adjourned at 7:21 p.m.

Assignments:

1. Reschedule regular Commission meeting on Tuesday, September 26, 2023 to Monday, September 25, 2023.
2. Send information to the Board regarding the General Manager's authority in RCW 54.16.
3. Send a copy of Policy 100-018 Employment Policy and Resolution 23-07 (General Manager Authority) to Commissioner Oosterman.

Christopher Stearns

[Christopher Stearns \(May 24, 2023 01:30 PDT\)](#)

Chris Stearns, Commissioner and President

Attest:

Linda Oosterman

[Linda Oosterman \(May 24, 2023 15:11 PDT\)](#)

Linda Oosterman, Commissioner and Acting Secretary











Draft Minutes 05092023

Final Audit Report

2023-05-24

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