

**MINUTES OF THE REGULAR COMMISSION MEETING OF MAY 23, 2023  
OF  
PUBLIC UTILITY DISTRICT NO. 1  
OF  
THURSTON COUNTY, WASHINGTON**

The second regular Commission meeting for May 2023 of the Commissioners of Public Utility District No. 1 of Thurston County was called to order on May 23, 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 5:00 p.m. The Pledge of Allegiance was recited.

**Approval of Agenda:**

**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 25, 2023, May 2, 2023, May 9, 2023

Prequalification of Contractors: None

Correspondence: None

Voucher Approval:

- 1) Accounts Payables: May 10, 2023, May 17, 2023
- 2) Payroll: May 19, 2023

Other:

- 1) Resolution 23-21, Janitorial Services Contract Amendment

**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.**

**Commissioner Oosterman made a motion to excuse Commissioner Olsen from the meeting; Commissioner Stearns seconded the motion; the motion passed with all in favor.**

**Public Comment:** None

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

**Discussion – 2022 High User Report**

FCSM Tartt gave an overview on the information provided related to customers that used the highest amount of water in 2022 and communications to these customers this year. FCSM Tartt, GM Weidenfeller, and AGM Parker addressed several questions from the Board about this topic. Commissioner Oosterman requested to discuss the Knowles Road 729 water system later in the meeting.

**Discussion – Clearing of Foliage and Trees Around Meter Boxes in Right-of-Way**

FCSM Tartt described the process for following up with customers with meter boxes that are obstructed by vegetation or other impediments. Commissioner Oosterman asked about the types of meter box obstructions that District staff typically encounter. FCSM Tartt and DFO Campbell addressed the Commissioner's question, and the Board discussed this topic further with staff. Per Commissioner Oosterman's recommendation, add language to letters to let customers know they can request an extension to action dates (to avoid fees for non-compliance), and update the process to include automated call and/or text message reminders.

**First Reading – Resolution 23-20, CCE 521 Mainline Replacement DWSRF Construction Contract**

DPC Gubbe introduced Resolution 23-20 which would authorize the General Manager to sign the Drinking Water State Revolving Fund (DWSRF) contract for the mainline replacement project at the Country Club Estates 521 water system. DPC Gubbe noted that the bid will close on June 7, 2023.

**Action/Approval Items:**

**Resolution 23-14, Interlocal Agreement with Thurston County**

AGM Parker briefly spoke about Resolution 23-14 which would implement an agreement with Thurston County related to the Green Cove Creek culvert replacement project. Commissioner Stearns asked about the District's contact with the county and coordination going forward; the Commissioner also spoke about using this project as an opportunity to build a relationship with Thurston County. **Commissioner Oosterman made a motion to approve Resolution 23-14 as presented: Commissioner Stearns seconded the motion; the motion passed with all in favor.**

**Resolution 23-15, 2<sup>nd</sup> Amended 2023 Capital Budget**

Commissioner Stearns asked about the portable generators referenced in the resolution; GM Weidenfeller addressed the Commissioner's question. **Commissioner Oosterman made a motion to approve Resolution 23-15 as presented: Commissioner Stearns seconded the motion; the motion passed with all in favor.**

**Resolution 23-16, Policies and Procedures Update**

AGM Parker addressed Resolution 23-16, including a change made to Policy 100-018 Employment Policy per Commissioner Oosterman's request. **Commissioner Oosterman made a motion to approve Resolution 23-16 as presented: Commissioner Stearns seconded the motion; the motion passed with all in favor.**

**Resolution 23-17, Brown 249 Pumphouse Replacement Contract**

DPC Gubbe spoke briefly about Resolutions 23-17 and 23-18. **Commissioner Oosterman made a motion to approve Resolution 23-17 as presented: Commissioner Stearns seconded the motion; the motion passed with all in favor.**

**Resolution 23-18, Marshall 228 Pumphouse Replacement Contract**

Commissioner Stearns asked about the contract contingency amount for the pumphouse projects. GM Weidenfeller addressed the Commissioner's question. **Commissioner Oosterman made a motion to approve Resolution 23-18 as presented: Commissioner Stearns seconded the motion; the motion passed with all in favor.**

**Commissioner Signatures/Break:** None

**Presentations:**

GM Weidenfeller reported on the topics discussed at the recent Strategic Planning Session for the District's Senior Leadership Team, including succession planning, the District's capital plan, water treatment, and water rights. The GM engaged in a discussion with Commissioner Oosterman about the District's water rights. GM Weidenfeller also reported on the recent URAC meeting

Commissioner Oosterman asked about PFAS funding and assigning fiscal responsibility for treatment to contaminators or the federal government. GM Weidenfeller addressed the Commissioner's question, provided additional information on PFAS, and engaged in a lengthy discussion with the Board regarding this topic.

Commissioner Stearns asked about costs associated with the Coppermill 520 water system in relation to contested water rights; GM Weidenfeller addressed the Commissioner's question.

AGM Parker briefly addressed electronic signatures and pending documents with the Board.

Commissioner Oosterman asked about workload in Field Operations while the District is recruiting for two positions. Commissioner Stearns asked about an item on the DFO's report related to the SCADA radio antenna at the Tanglewilde-Thompson Place 600 water system reservoir. DFO Campbell addressed the Commissioner's question.

Per Commissioner Oosterman's request, DFO Campbell spoke about the Knowles Road 729 water system, specifically well output, water outage information, and plans going forward to address the service issues at this system.

Commissioner Stearns asked about water revenues, and AGM Parker addressed the Commissioner's question.

**Commissioner Topics, Discussions, and Reports:**

Commissioner Oosterman reported on her plans to attend upcoming meetings, including emergency management and the WPUDA Water Workshop. The Commissioner also discussed a candidate that she knows running for Port Commissioner, the growing season, and personal matters.

Commissioner Stearns reported on meetings he recently attended, including and the Drinking Water Week celebration at the District's Field Operations location. Commissioner Stearns also reported on the transition for Commissioner Olsen to attend Thurston Regional Planning Council (TRPC) meetings for the summer season.

**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 6:20 p.m.

**Assignments:**

- 1) Contact Commissioner Olsen with a reminder regarding the upcoming TRPC meeting on June 2, 2023. Provide the location for TRPC's office.

*Christopher Stearns*

[Christopher Stearns \(Jun 22, 2023 00:47 PDT\)](#)

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Chris Stearns, Commissioner and President

Attest:

*Linda Oosterman*

[Linda Oosterman \(Jun 25, 2023 14:14 PDT\)](#)

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Linda Oosterman, Commissioner and Acting Secretary












# Minutes 05232023

Final Audit Report

2023-06-25

Created:	2023-06-14
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