

**MINUTES OF THE REGULAR COMMISSION MEETING OF AUGUST 22, 2023**  
**OF**  
**PUBLIC UTILITY DISTRICT NO. 1**  
**OF**  
**THURSTON COUNTY, WASHINGTON**

The second regular Commission meeting for August 2023 of the Commissioners of Public Utility District No. 1 of Thurston County was called to order on August 22, 2023. The meeting 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:

- John Weidenfeller, General Manager (GM)
- Julie Parker, Assistant General Manager (AGM)
- Jim Campbell, Director of Field Operations (DFO)
- TaSeana Tartt, Finance and Customer Service Manager (FCSM)
- Doug Piehl, District Engineer
- Kurin Miller, Administrative Services Coordinator (ASC) and Clerk to the Board
- Kalelia Gipson, Customer Service Representative (CSR) and Associate 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 presented: Commissioner Stearns seconded the motion; the motion passed with all in favor.**

**Consent Calendar:**

Approval of Minutes: July 6, 2023, August 8, 2023

Prequalification of Contractors: Extreme Coatings, Inc. DBA ECI Services

Correspondence: None

Voucher Approval:

- 1) Accounts Payables: August 9, 2023, August 16, 2023
- 2) Payroll: August 21, 2023

Other:

- 1) Reminder: URAC Meeting – September 7, 2023 at 5:00 p.m. (Staff and Board Chair)
- 2) Emergency Waiver of Competitive Bidding Requirements, PUD Headquarters (1230 Ruddell Rd SE) Kitchen Leak – August 14, 2023
- 3) Reminder: WPUDA September Association Meetings – September 13-15, 2023 (Richland)
- 4) Reminder: WPUDA Water Workshop – September 27-29, 2023 (Sequim)
- 5) Resolution 23-34, Approval of Timberline Village 628 Water System Plan Part B
- 6) Resolution 23-36, Approval of Contract for Hawley Hills 686 New Reservoir Staining
- 7) Resolution 23-37, Approval of Contract for ROM 626 Electrical Upgrades

**Approval of Consent Calendar:**

**Commissioner Olsen 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:**

**Introduction – New Accounting Assistant**

FCSM Tartt introduced the District's new Accounting Assistant, Gabby Thorpe. Gabby gave a brief overview of her work history. Each Commissioner spoke with the new District employee.

**1<sup>st</sup> Reading – Resolution 23-35, Approval of Webster Hill 610 Water System Plan Part B**

GM Weidenfeller introduced Resolution 23-35. Doug Piehl, District Engineer, elaborated on the resolution and water system projects for Webster Hill 610. Commissioner Stearns asked about the system's capacity and any required upgrades; Mr. Piehl addressed the Commissioner's question.

**Presentation – Preliminary 2024 Proposed Operating and Capital Budgets, 2024 Proposed Rates, Fees, Charges, and Surcharges, and 2024 Proposed Ad Valorem Tax**

FCSM Tartt gave a presentation on the preliminary 2024 Proposed Budgets, Rates, Fees, Charges, Surcharges, and Ad Valorem Tax. Commissioners asked several questions regarding several topics including proposed line-item increases, backordered equipment, the District's debt service, the Ad Valorem tax assessment, and upcoming election costs. FCSM Tartt, AGM Parker, and GM Weidenfeller addressed the Commissioners' questions. The Board discussed this topic at length with District staff.

**Discussion – Timing of Strategic Planning Session on November 7, 2023, Reschedule to 5:00 p.m.**

GM Weidenfeller spoke with the Board about rescheduling the next Strategic Planning Session on November 7, 2023, to begin at 5:00 p.m. instead of 10:00 a.m. as originally advertised. The Board discussed and approved of this change.

**Discussion – Possible "Contingency" Funding**

GM Weidenfeller held a lengthy discussion with the Board on this topic.

**Action/Approval Items:**

**Resolution 23-33, Creation of New Special Purpose Funds**

AGM Parker and GM Weidenfeller briefly discussed Resolution 23-33. **Commissioner Olsen made a motion to approve Resolution 23-33 as presented: Commissioner Oosterman seconded the motion: the motion passed with all in favor.**

**Presentations:**

GM Weidenfeller reported on a recent incident where District employees were threatened in the field. The Board discussed the incident at length with District staff.

AGM Parker reported on the closing stages of the District's audit by the Office of the Washington State Auditor (SAO) and the exit interview scheduled in September.

Commissioner Stearns asked about water meters, and DFO Campbell addressed the Commissioner's question. FCSM Tartt reported on a proposed budget amendment for 2023, to be scheduled at a sub. The Board recognized FCSM Tartt and AGM Parker for their work on the financial dashboard proposed for the District's website.

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

Commissioner Olsen discussed legislative engagement, capital funding, and governmental budgeting; Commissioner Stearns added to this discussion. Commissioner Olsen also discussed a personal matter.

Commissioner Oosterman continued the discussion on legislative engagement and capital funding. The Commissioner also spoke about the District's relationship with Thurston County, WPUDA, climate change, and emergency management with the Board. Commissioner Oosterman also spoke about a personal matter.

Commissioner Stearns reported on a major local project and the subsequent article recently published on this topic. The Board discussed at length.

**Commissioner Signatures/Break:** At 6:40 p.m., Commissioner Stearns announced a break for ten minutes until 6:50 p.m. The regular meeting resumed at 6:50 p.m.

**Executive Session:** At 6:51 p.m., Commissioner Stearns announced that the Board would enter into an Executive Session to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price, as authorized by RCW 42.30.110 (1)(b), for 15 minutes until 7:06 p.m. At 7:05 p.m., the Executive Session concluded, and the regular meeting resumed. No decisions were made by the Board during Executive Session.

**Adjournment:** Commissioner Oosterman made a motion to adjourn; Commissioner Stearns seconded the motion; the motion passed with all in favor. The meeting adjourned at 7:06 p.m.

**Assignments:**

- 1) Advertise for the time change for the Board's Strategic Planning Session beginning at 5:00 p.m. on Tuesday, November 7, 2023.
- 2) Advertise for the quarterly Strategic Planning Sessions in 2024 to start at 5:00 p.m.

*Christopher Stearns*

[Christopher Stearns \(Sep 19, 2023 12:50 PDT\)](#)

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Chris Stearns, Commissioner and President

Attest:

*Russell E Olsen*

[Russell E Olsen \(Sep 19, 2023 13:52 PDT\)](#)

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Russell E. Olsen, Commissioner and Secretary











# Minutes 08222023

Final Audit Report

2023-09-19

Created:	2023-09-13
By:	Julie Parker (julieparker@thurstonpud.org)
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