

MINUTES OF THE REGULAR COMMISSION MEETING OF OCTOBER 24, 2023
OF
PUBLIC UTILITY DISTRICT NO. 1
OF
THURSTON COUNTY, WASHINGTON

The second regular Commission meeting for October 2023 of the Commissioners of Public Utility District No. 1 of Thurston County was called to order on October 24, 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:

- Kim Gubbe, Director of Planning and Compliance (DPC)
- Jim Campbell, Director of Field Operations (DFO)
- TaSeana Tartt, Finance and Customer Service Manager (FCSM)
- 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 amended: Commissioner Oosterman seconded the motion; the motion passed with all in favor.

Consent Calendar:

Approval of Minutes: October 10, 2023

Prequalification of Contractors: None

Correspondence: None

Voucher Approval:

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

Other:

- 1) Emergency Waiver of Bidding Requirements, October 23, 2023 – Fair Oaks Road (Pattison 500 Water System)

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:

Discussion – Strategic Plan Performance Measures and Action Steps Report, 3rd Quarter 2023

FCSM Tartt briefly discussed the updates for the Strategic Plan Performance Measures and Action Steps Report. Commissioner Olsen remarked on the section on emergency types and its usefulness. Commissioner Stearns asked about types of customer complaints, specifically complaints related to water rates. FCSM Tartt addressed the Commissioner's questions.

Discussion – Agenda for Strategic Planning Session, November 7, 2023

FCSM Tartt asked the Board to review the proposed agenda for the Strategic Planning Session scheduled for November 7, 2023. Commissioner Stearns added clarification to one of the discussion topics he requested, specifically the discussion of water system growth; he also would like to discuss the projected increase in fuel prices, the effect on the District's budget, and an update on the Green Cove Creek culvert replacement project. Commissioner Olsen asked about water trees; FCSM addressed the Commissioner's question.

1st Reading – Resolution 23-46, Refund Tax Levy

FCSM Tartt introduced Resolution 23-46, adoption of which would authorize a refund levy to recover lost tax dollars due to refunds given to taxpayers as a result of changes in value. The FCSM confirmed that this resolution is due to property taxes being adjusted.

1st Reading – Resolution 23-43, Construction Contract for Kiwa Drive Mainline Replacement (Pattison 500)

DPC Gubbe introduced Resolution 23-43, the purpose of which is to award the construction contract for the Pattison 500 water system. The DPC addressed technical and financial aspects of the project with the Board.

Action/Approval Items:

Resolution 23-44, Policies and Procedures Update

FCSM Tartt briefly introduced Resolution 23-44. **Commissioner Olsen made a motion to adopt Resolution 23-44 as presented: Commissioner Oosterman seconded the motion; the motion passed with all in favor.**

Commissioner Signatures/Break: None

Presentations:

FCSM Tartt reported on GM Weidenfeller's work related to a Commissioner assignment for the Walczak 620 water system. Commissioner Olsen asked about the boil water notice at the Prairie Ridge 605 water system. DPC Gubbe addressed this event, including resolution of the notice, possible contamination sources, and customer feedback.

FCSM Tartt also reported on staff's work on resuming the customer disconnection process. The FCSM clarified a detail of the process for Commissioner Olsen.

DFO Campbell briefly reported on a water main leak on Fair Oaks Road at the Pattison 500 water system. Commissioner Stearns asked about the work done at the Hawley Hills 686 water system and timing for the rest of the year. The DFO addressed the Commissioner's question, and anti-graffiti paint was discussed.

DPC Gubbe reported on the Green Cove Creek culvert replacement project. Commissioner Stearns spoke about water rights related to system consolidations and coordination with regulatory agencies like the Washington State Department of Ecology. DPC Gubbe addressed this topic briefly and shared a photo of water pipe affected by lightning strike.

Commissioner Topics, Discussions, and Reports:

Commissioner Oosterman gave an update on the District's water tree project. The Commissioner also spoke about election materials for Thurston County Commissioner District No. 4 candidates; the Board discussed this topic further.

Commissioner Olsen spoke about upcoming travel for personal reasons.

Commissioner Stearns spoke about incoming reports for the Chehalis Basin Partnership group and plans for the future.

Executive Session: None

Adjournment: Commissioner Oosterman made a motion to adjourn: Commissioner Oosterman seconded the motion; the motion passed with all in favor. The meeting adjourned at 5:42 p.m.

Assignments:

- 1) Per Commissioner Stearns' request, add discussion items for the following to the Strategic Planning Session agenda for November 7, 2023:
 - a. Discussion of projected increase to fuel prices and the effect on the District's budget
 - b. Update on the Green Cove Creek culvert replacement project

Christopher Stearns

[Christopher Stearns \(Nov 16, 2023 17:26 PST\)](#)

Chris Stearns, Commissioner and President

Attest:

Russell E Olsen

[Russell E Olsen \(Nov 15, 2023 06:40 PST\)](#)

Russell E. Olsen, Commissioner and Secretary











Minutes 10242023

Final Audit Report

2023-11-17

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