

MINUTES OF THE REGULAR COMMISSION MEETING OF NOVEMBER 28, 2023
OF
PUBLIC UTILITY DISTRICT NO. 1
OF
THURSTON COUNTY, WASHINGTON

The second regular Commission meeting for November 2023 of the Commissioners of Public Utility District No. 1 of Thurston County was called to order on November 28, 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. District personnel present at the meeting include:

- John Weidenfeller, General Manager
- Julie Parker, Assistant General Manager
- 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 presented: Commissioner Oosterman seconded the motion; the motion passed with all in favor.

Consent Calendar:

Approval of Minutes: November 7, 2023, November 14, 2023

Prequalification of Contractors: None

Correspondence: None

Voucher Approval:

- 1) Accounts Payables: November 16, 2023, November 22, 2023
- 2) Payroll: November 20, 2023

Other:

- 1) Reminder: PUD Holiday Celebration, December 7, 2023 – 2:00 p.m. to 4:30 p.m.

Approval of Consent Calendar:

Commissioner Oosterman made a motion to amend the minutes for the regular Commission meeting of November 14, 2023. The changes proposed by the Commissioner include: on page two, under Information or Discussion of Operations/Policy Issues and Discussion – Meeting with WPUA President and Executive Director, place a period after, “Commissioner Oosterman requested a later meeting date,” and remove the language noted, “as she will not be in attendance for the regular Commission meeting on December 12th.” Additionally, remove the second item listed on Page 3 under Assignments which is noted as, “Excuse Commissioner Oosterman from the regular Commission meeting on December 12, 2023.” Commissioner Olsen made a motion to approve the Consent Calendar as amended: Commissioner Oosterman seconded the motion; the motion passed with all in favor.

Public Comment: None

Information or Discussion of Operations/Policy Issues:

Discussion – Meeting with WPUA President and Executive Director

GM Weidenfeller presented the new meeting date with WPUA during the first regular Commission meeting in 2024 on January 9, 2024. The GM also presented the proposed agenda for the meeting with WPUA.

1st Reading – Resolution 23-55, Project Help Update

FCSM Tartt presented Resolution 23-55 which would update the Project Help Customer Support program and authorize a one-time transfer from the Water Fund to the Project Help Fund. Commissioners Olsen and Oosterman expressed their desire to evaluate transfers to the Project Help Fund on a routine basis so that future Boards are not obligated to transfer funds if there are other funding priorities.

1st Reading – Resolution 23-56, General Manager Salary 2024

GM Weidenfeller presented Resolution 23-56 which would adopt a pay increase for the General Manager position.

Action/Approval Items:

Resolution 23-47, 1st Amended 2023 Operating Budget

FCSM Tartt briefly assessed Resolution 23-47. Commissioner Stearns asked about any additional changes to the resolution. District staff addressed the Commissioner's question. **Commissioner Olsen made a motion to adopt Resolution 23-47 as presented; Commissioner Stearns seconded the motion; the motion passed with all in favor.**

Resolution 23-48, 3rd Amended 2023 Capital Budget

FCSM briefly addressed Resolution 23-48; there was one minor change to resolution since the first reading related to water systems submitted for PFAS treatment. Commissioner Stearns asked about possible supply chain issues, and the materials need for mainline pipe replacement projects. AGM Parker addressed the Commissioner's question. **Commissioner Olsen made a motion to adopt Resolution 23-48 as presented; Commissioner Oosterman seconded the motion; the motion passed with all in favor.**

Resolution 23-51, 2024 Employee Job Classifications and Salary Ranges (Updated)

FCSM Tartt briefly addressed Resolution 23-51. **Commissioner Olsen made a motion to adopt Resolution 23-51 as presented; Commissioner Oosterman seconded the motion. The motion passed with all in favor.**

Resolution 23-52, Thurston PUD 2024 Vaccination Incentive

AGM Parker briefly addressed Resolution 23-52. Commissioner Stearns asked a clarifying question about the continuation of this incentive from the current year; AGM Parker addressed the Commissioner's question. **Commissioner Oosterman made a motion to adopt Resolution 23-52 as presented; Commissioner Olsen seconded the motion. The motion passed with all in favor.**

Commissioner Signatures/Break: None

Presentations:

GM Weidenfeller reported that he is currently meeting with employees regarding salary and wage adjustments for 2024. The GM also reported on other items, including a proposed personnel change resulting from an employee suggestion and recruiting for an Accounting Assistant.

AGM Parker reported on researching a work order system to improve productivity between the Field Operations and Customer Service teams. Commissioner Olsen asked for more detail on this topic; GM Weidenfeller and AGM Parker addressed the Commissioner's question. Later in the meeting, AGM Parker requested that the Board sign the minutes approved earlier in the meeting for submittal with a Drinking Water State Revolving Fund (DWSRF) application later this week.

GM Weidenfeller excused DPC Gubbe from the meeting so that she could work on PFAS funding applications; the Board discussed this topic with District staff at length. Commissioner Stearns asked about the status on the water right application for the Timberline 628 water system and the Green Cove Creek culvert replacement project. GM Weidenfeller addressed the Commissioner's questions.

DFO Campbell gave a brief update on response by Field Operations staff over the holiday weekend. The DFO also discussed the need to remove two trees at the Field Operations location with Board.

Commissioner Topics, Discussions, and Reports:

Commissioners Olsen and Oosterman did not have a report.

Commissioner Stearns spoke about the new Commissioners for the Port of Olympia and Thurston County. The Commissioner reported on a recent conversation he had with a state employee regarding census data and household income files within specific school districts.

Executive Session: None

Adjournment: Commissioner Olsen made a motion to adjourn; Commissioner Oosterman seconded the motion; the motion passed with all in favor. The meeting adjourned at 5:34 p.m.

Assignments: None

Christopher Stearns

[Christopher Stearns \(Dec 13, 2023 20:07 PST\)](#)

Chris Stearns, Commissioner and President

Attest:

Russell E Olsen

[Russell E Olsen \(Dec 13, 2023 07:58 PST\)](#)

Russell E. Olsen, Commissioner and Secretary











Minutes 11282023

Final Audit Report

2023-12-14

Created:	2023-12-13
By:	Julie Parker (julieparker@thurstonpud.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA0c3f3Jv1fnWDBYLPT8ppURA9qu3whcUp

"Minutes 11282023" History

-  Document created by Julie Parker (julieparker@thurstonpud.org)
2023-12-13 - 1:12:17 AM GMT- IP address: 96.74.20.117
-  Document emailed to rolsen@thurstonpud.org for signature
2023-12-13 - 1:13:28 AM GMT
-  Email viewed by rolsen@thurstonpud.org
2023-12-13 - 3:58:30 PM GMT- IP address: 73.109.25.236
-  Signer rolsen@thurstonpud.org entered name at signing as Russell E Olsen
2023-12-13 - 3:58:54 PM GMT- IP address: 73.109.25.236
-  Document e-signed by Russell E Olsen (rolsen@thurstonpud.org)
Signature Date: 2023-12-13 - 3:58:56 PM GMT - Time Source: server- IP address: 73.109.25.236
-  Document emailed to cstearns@thurstonpud.org for signature
2023-12-13 - 3:58:58 PM GMT
-  Email viewed by cstearns@thurstonpud.org
2023-12-14 - 4:05:52 AM GMT- IP address: 67.168.186.157
-  Signer cstearns@thurstonpud.org entered name at signing as Christopher Stearns
2023-12-14 - 4:07:19 AM GMT- IP address: 67.168.186.157
-  Document e-signed by Christopher Stearns (cstearns@thurstonpud.org)
Signature Date: 2023-12-14 - 4:07:21 AM GMT - Time Source: server- IP address: 67.168.186.157
-  Agreement completed.
2023-12-14 - 4:07:21 AM GMT