

**MINUTES OF THE REGULAR MEETING OF JANUARY 25, 2022**  
**OF**  
**PUBLIC UTILITY DISTRICT NO. 1**  
**OF**  
**THURSTON COUNTY, WASHINGTON**

The second regular meeting for January 2022 of the Commissioners of Public Utility District No. 1 of Thurston County was called to order on January 25, 2022, commencing at 5:00 p.m. Commissioners Linda Oosterman, Russell E. Olsen, and Chris Stearns were present for the virtual meeting hosted via Zoom video conferencing. The following personnel were also present for the meeting:

- John Weidenfeller, General Manager (GM)
- Julie Parker, Assistant General Manager (AGM)
- Kim Gubbe, Director of Planning and Compliance (DPC)
- Jim Campbell, Director of Field Operations (DFO)
- TaSeana Tartt, Finance and Customer Service Manager (FCSM)
- Ruth Clemens, Administrative Services Manager (ASM)
- Joseph A. Rehberger, Chief Legal Counsel
- Claire Ward, NoaNet Marketing and Communications Manager
- Kurin Miller, Clerk to the Board

**Call to Order:**

Commissioner Olsen called the regular meeting to order at 5:00 p.m. The Pledge of Allegiance was recited.

**Approval of Agenda:**

**Commissioner Stearns 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: January 11, 2022

Prequalification of Contractors: None

Correspondence: None

Voucher Approval:

- 1) Accounts Payables: January 12, 2022, January 19, 2022
- 2) Payroll: January 20, 2022

Other: None

**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.**

**Public Comment:** None

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

**Discussion – COVID-19 Updates**

ASM Clemens reported on free COVID-19 rapid test kits available through the U.S. Postal Service, and she addressed the procedure if a positive test is received as detailed in her written report.

**Discussion – Broadband and Telecommunications**

ASM Clemens reported that the Broadband Project is on track. Staff met with the Nisqually Tribe, and the quarterly report was submitted to the Community Economic Revitalization Board (CERB). After a question from Commissioner Olsen, the ASM reported that the official project report will be presented to the Board at the end of February 2022.

**Discussion – PUD Healthcare Premium Update for 2022**

AGM Parker reported on the updated healthcare premiums for 2022. Commissioner Olsen asked about the District's claims experience; AGM Parker addressed the Commissioner's question.

**Discussion – Strategic Plan Performance Measures and Action Steps Report, Fourth Quarter 2021**

AGM Parker presented the fourth quarter 2021 update for the Strategic Plan Performance Measures and Action Steps Report. Commissioner Stearns asked about the customer complaints calculation, and Commissioner Olsen inquired about the type of complaints received. AGM Parker addressed the Commissioners' questions.

**Discussion – Commissioner Strategic Planning Session for 2022**

The Board discussed holding a Strategic Planning Session in early 2022. The Commissioners agreed to hold the Strategic Planning Session at 2:30 p.m. on Tuesday, April 26, 2022, prior to the start of the second Commission meeting the same day.

**First Reading – Resolution 22-03, First Amended 2022 Capital Budget**

AGM Parker presented Resolution 22-03 which would revise the 2022 Capital Budget to add, amend, or remove projects from the budget. GM Weidenfeller reported on another project that will be added to Capital Budget when more information is received.

**First Reading – Resolution 22-04, Revised Service Installation Fees**

AGM Parker presented Resolution 22-04 which would revise the service connection charge in the event that a third-party contractor must be hired to install the connection or if District staff is required to rent equipment to install the connection. GM Weidenfeller elaborated on this topic. An option will be added to allow PUD staff to install service connections at a cost for time and materials; the resolution will be amended before it is brought back for final approval.

**Action/Approval Items:**

**Resolution 22-01, Water System Plan Approval for Tanglewilde-Thompson Place (600) Water System**

DPC Gubbe gave an update on the Public Meeting that occurred on January 19, 2022 which did not have any members of the public present. The Water System Plan (WSP) has been distributed to neighboring water districts, and these entities have until March 15, 2022 to make comment. Commissioner Olsen asked about this deadline and what this means for final approval; DPC Gubbe addressed the Commissioner's question. **Commissioner Stearns made a motion to adopt Resolution 22-01 as presented: Commissioner Oosterman seconded the motion; the motion passed with all in favor.**

**Resolution 22-02, Water System Plan Approval for Sward (278) Water System**

DPC Gubbe reported that a Public Meeting for Sward's WSP is scheduled for early February. After a question from Commissioner Stearns, DPC Gubbe explained that the Sward and Platt water systems

were being transitioned from two Group B systems to a Group A system (named Sward water system). **Commissioner Oosterman made a motion to adopt Resolution 22-02 as presented; Commissioner Stearns seconded the motion; the motion passed with all in favor.**

**Commissioner Signatures/Break:** None

**Presentations:**

GM Weidenfeller reported on several items including PFAS contaminants and staff's work with the Washington Cities Insurance Authority (WCIA) on this matter, the Washington Water Utilities Council, and the Joelle Lane/Pattison water system issue that staff has been working on.

DFO Campbell reported on several events that occurred since his report was generated. The Board, DFO Campbell, and GM Weidenfeller discussed these topics at length.

ASM Clemens updated the Board on recruitment efforts by District staff and personnel updates relating to COVID-19. Commissioner Oosterman shared a personal story regarding COVID-19, and she asked about booster status for COVID-19-related deaths in Thurston County.

Earlier in the meeting, FCSM Tartt reported on the disconnection process and attempts to reach customers in danger of water service disconnection. The Board discussed this matter in detail with the FCSM. FCSM Tartt also highlighted specific information in the fourth quarter 2021 update to the quarterly financial report. Commissioner Olsen asked about the Interactive Voice Response (IVR) and Commissioner Stearns asked about the status of the financial dashboard software. The FCSM and GM Weidenfeller addressed these questions.

**Commissioner Topics, Discussions and Reports:**

Commissioner Olsen received an important notification about an attack on public IT systems by foreign parties. The Commissioner wanted to make District staff aware of this increased threat. Commissioner Olsen is also gearing up to contact the Utility Rate Advisory Committee members for individual engagement.

Commissioner Oosterman attended a recent Partners in Emergency Preparedness (PIEP) meeting where heat was the topic discussed. The Commissioner also spoke about a drinking water contaminant situation in Hawaii.

Commissioner Stearns attended the WPUDA January Association Meetings and the recent Thurston Regional Planning Council (TRPC) meeting. The Board discussed the State Legislature and continued challenges presented by the COVID-19 pandemic.

**Executive Session:**

**At 5:50 p.m., Commissioner Olsen announced that the Board of Commissioners would enter into an Executive Session 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, as authorized by RCW 42.30.110 (1)(i), for 30 minutes until 6:20 p.m. At 6:20 p.m., it was announced that the Executive Session would be extended for 10**

minutes until 6:30 p.m. At 6:30 p.m., the Executive Session was closed, and the regular meeting resumed. The District's attorney was present for the Executive Session. No decisions were made during the Executive Session.

**Adjournment: Commissioner Oosterman made a motion to adjourn the meeting; Commissioner Stearns seconded the motion; the motion passed with all in favor. The meeting adjourned at 6:31 p.m.**

**Assignments:**

- 1) Schedule a presentation on the Broadband Project to review the official report from NoaNet at the February 22, 2022 regular Commission meeting.
- 2) Schedule the Strategic Planning Session on Tuesday, April 26, 2022, from 2:30 p.m. to 4:30 p.m. Advertise for this session.
- 3) Forward information on URAC members' contact information to Commissioner Olsen.

*Russell E Olsen*

[Russell E Olsen \(Feb 15, 2022 07:59 PST\)](#)

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Russell E. Olsen, Commissioner and President

Attest:

*Linda Oosterman*

[Linda Oosterman \(Feb 16, 2022 04:05 PST\)](#)

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Linda Oosterman, Commissioner and Secretary









# Minutes 01252022

Final Audit Report

2022-02-16

Created:	2022-02-09
By:	Julie Parker (julieparker@thurstonpud.org)
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