

MINUTES OF THE REGULAR COMMISSION MEETING OF SEPTEMBER 13, 2022
OF
PUBLIC UTILITY DISTRICT NO. 1
OF
THURSTON COUNTY, WASHINGTON

The first regular Commission meeting for September 2022 of the Commissioners of Public Utility District No. 1 of Thurston County was called to order on September 13, 2022, and commenced at 5:00 p.m. Commissioners Russell E. Olsen, Linda Oosterman, and Chris Stearns 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. 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 & Customer Service Manager (FCSM)
- Ruth Clemens, Administrative Services Manager (ASM)
- Joseph A. Rehberger, Chief Legal Counsel
- Kalelia Gipson, Customer Service Representative
- Kyle Pedersen, Field Technician
- 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 amended agenda as presented: Commissioner Oosterman seconded the motion; the motion passed with all in favor.

Consent Calendar:

Approval of Minutes: August 23, 2022

Prequalification of Contractors: None

Correspondence: None

Voucher Approval:

- 1) Accounts Payables: August 24, 2022, August 31, 2022, September 7, 2022
- 2) Payroll: September 6, 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:

New Employee Introduction

GM Weidenfeller briefly introduced Kyle Pedersen, the District's new Field Technician. Each Commissioner addressed the new employee.

Presentation – Chlorine Generation Plan

GM Weidenfeller discussed the possibility of a chlorine shortage in the future, and he gave a presentation on a proposed plan for chlorine generation. Commissioner Olsen asked about funding for this project and the other entities that also generate chlorine; Commissioner Stearns asked about chlorination of the Pattison water system as well as project-specific logistics. GM Weidenfeller and DFO Campbell addressed the Commissioners' questions. GM Weidenfeller asked for authorization to add this plan to the Capital Improvement Projects. The Commissioners granted authorization.

First Reading – Resolution 22-33, Update GM Authority

GM Weidenfeller presented Resolution 22-33 which would (1) increase the authority of the GM to enter into contracts for public works, materials, and other necessary expenditures as authorized by the District's budget and Small Works Roster procedures, (2) confirms the GM's authority to place employees within salary ranges and between salary range steps already approved by the Board, (3) authorizes the GM to grant up to 20 days paid time off and/or ten years of service credit for accruals to non-union employees, and (4) authorizes the GM to grant signing bonuses and pay moving expenses for applicants during recruitment.

Commissioner Oosterman spoke about this topic in detail with GM Weidenfeller. Commissioner Stearns and Commissioner Olsen also addressed this topic at length. Commissioner Oosterman will work with GM Weidenfeller about any concerns she has related to this resolution.

First Reading – Resolution 22-34, First Amended 2022 Operating Budget

AGM Parker presented Resolution 22-34 which would revise the 2022 Operating Budget to incorporate several changes related to lower-than-expected water revenues. AGM Parker also presented information on proposed interfund transfers and future repayment. Commissioner Olsen and Commissioner Stearns asked about debt service; Commissioner Oosterman asked about President Biden's statement on inflation earlier in the day. GM Weidenfeller and AGM Parker addressed the Commissioner's questions.

First Reading – Resolution 22-35, 2022 Employee Classifications and Salary Ranges

GM Weidenfeller presented Resolution 22-35 which would add the Administrative Services Coordinator position and remove the Human Resources Coordinator position from the Employee Job Classifications and Salary Ranges. Commissioner Oosterman asked a question related to this topic, and she spoke about ASM Clemens leaving the District.

Reminders – WPUDA September Association Meetings and Water Workshop

GM Weidenfeller presented reminders for the WPUDA Association meetings, scheduled September 14th through 16th, and the annual Water Workshop, scheduled September 21st through 23rd. Commissioner Oosterman and Commissioner Stearns discussed these events with staff at length.

Action/Approval Items:

Commissioner Representation at the 2022 Financial Audit

AGM Parker discussed the upcoming financial audit by State Auditor's Office (SAO) at the end of September. Upon further discussion, the Board agreed that Commissioner Olsen will be the Commissioner representative for the audit this year.

Commissioner Signatures/Break:

AGM Parker briefly addressed electronic signatures. Commissioner Stearns spoke about an issue he has had with a program incorrectly routing his emails. Commissioner Oosterman also spoke about issues she has experienced with the electronic signature program.

Presentations:

GM Weidenfeller reported on the status of face masks and COVID-19 vaccinations among District employees. The GM also addressed a few items in his report including a possible water system acquisition, the Green Cove Creek Culvert replacement project, the recent Utility Rate Advisory Committee (URAC) meeting, and a community meeting with Joelle Lane residents relating to the Pattison water system.

AGM Parker gave an update on the renovation of the District's new Field Office and the move to that facility. DFO Campbell reported on his work at Timberline Village related to wildfires in the area. Commissioner Stearns asked about the wildfire, and DFO Campbell addressed the Commissioner's question. Commissioner Oosterman addressed this topic as well.

ASM Clemens reported on several projects that have been recently completed at District facilities, including painting, HVAC installation, and radio installation. Commissioner Oosterman and Commissioner Stearns addressed the ASM, as this meeting will be the last that she attends.

FCSM Tartt addressed registration for Commissioner Oosterman and Commissioner Stearns for the two upcoming WPUDA events. Commissioner Oosterman spoke about scheduling conflicts she regularly experiences in September and October each year.

Commissioner Topics, Discussions and Reports:

Commissioner Stearns spoke about an article in the Olympian regarding the proposed redistricting maps for Thurston County and Port of Olympia Commissioners. The Board discussed this topic at length. Commissioner Stearns also reported on a Water Resources Advisory Committee (WRAC) meeting he recently attended.

Commissioner Oosterman reported on several meetings she will be attending this week.

Commissioner Olsen is out of town on business. He reported on several items including PFAS and inflation.

Executive Session:

At 6:25 p.m., Commissioner Olsen announced that the Board 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 15 minutes until 6:40 p.m. At 6:40 p.m., the Executive Session concluded, and the regular meeting resumed. The District's legal counsel was present; however, 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 6:18 p.m.

Assignments:

- 1) Coordinate with Commissioner Stearns to diagnose the issues on his computer.
- 2) Include an informational article in the October 2022 newsletter regarding the redistricting for Thurston County and Port of Olympia Commissioners planned in future.

Russell E Olsen

Russell E Olsen (Sep 28, 2022 14:23 PDT)

Russell E. Olsen, Commissioner and President

Attest:

Linda Oosterman

Linda Oosterman (Oct 3, 2022 17:38 PDT)

Linda Oosterman, Commissioner and Secretary











Draft Minutes 09132022

Final Audit Report

2022-10-04

Created:	2022-09-28
By:	Julie Parker (julieparker@thurstonpud.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAdM2FQPdjJKJAR-LiDdrLESSIf5bQdug1

"Draft Minutes 09132022" History

-  Document created by Julie Parker (julieparker@thurstonpud.org)
2022-09-28 - 0:13:24 AM GMT- IP address: 96.74.20.117
-  Document emailed to rolsen@thurstonpud.org for signature
2022-09-28 - 0:14:51 AM GMT
-  Email viewed by rolsen@thurstonpud.org
2022-09-28 - 9:23:37 PM GMT- IP address: 104.28.116.108
-  Signer rolsen@thurstonpud.org entered name at signing as Russell E Olsen
2022-09-28 - 9:23:55 PM GMT- IP address: 174.215.96.12
-  Document e-signed by Russell E Olsen (rolsen@thurstonpud.org)
Signature Date: 2022-09-28 - 9:23:56 PM GMT - Time Source: server- IP address: 174.215.96.12
-  Document emailed to loosterman@thurstonpud.org for signature
2022-09-28 - 9:23:58 PM GMT
-  Email viewed by loosterman@thurstonpud.org
2022-10-04 - 0:37:30 AM GMT- IP address: 24.18.31.44
-  Signer loosterman@thurstonpud.org entered name at signing as Linda Oosterman
2022-10-04 - 0:38:10 AM GMT- IP address: 24.18.31.44
-  Document e-signed by Linda Oosterman (loosterman@thurstonpud.org)
Signature Date: 2022-10-04 - 0:38:12 AM GMT - Time Source: server- IP address: 24.18.31.44
-  Agreement completed.
2022-10-04 - 0:38:12 AM GMT