

**MINUTES OF THE REGULAR MEETING OF OCTOBER 12, 2021
OF
PUBLIC UTILITY DISTRICT NO. 1
OF
THURSTON COUNTY, WASHINGTON**

The first regular meeting for October 2021 of the Commissioners of Public Utility District No. 1 of Thurston County was called to order on October 12, 2021, 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 District employees 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 Assistant Manager (ASM)
- Joseph A. Rehberger, the District's Chief Legal Counsel
- 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: September 14, 2021, September 21, 2021, September 28, 2021

Prequalification of Contractors: None

SMA Contracts: None

Correspondence: None

Voucher Approval:

- 1) Accounts Payables: September 29, 2021, October 6, 2021
- 2) Payroll: October 5, 2021

Other:

- 1) Resolution 21-52, Developer Agreement – 3rd Avenue Multifamily Development

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 several topics including flu shot and vaccine booster availability, COVID-19 updates for staff, and domestic travel. Commissioner Stearns asked about booster availability for caregivers of elderly individuals; Commissioner Oosterman asked about the quarantine period for a staff member that tested positive for COVID-19. ASM Clemens addressed the Commissioners' questions.

Discussion – Broadband and Telecommunications

ASM Clemens reported on the Broadband Survey results and meetings. GM Weidenfeller and ASM Clemens also added to the Board's discussion related to broadband.

Discussion – Returning to the Office

ASM Clemens discussed tentative dates for employees to return to the office and asked for direction on when the Commissioners would like to return for in-person Commission meetings. The Board discussed this topic at length, and Commissioner Olsen asked to revisit this issue at a later date to determine a timeline to return to in-person Commission meetings.

Discussion – Customer Satisfaction Survey

ASM Clemens presented the new outline of questions for the Customer Satisfaction Survey, set to launch on November 1, 2021. Commissioner Olsen asked about including a link to the Broadband Survey with the Customer Satisfaction Survey. Commissioner Stearns asked about any possible emergency management questions; ASM Clemens spoke about the types of questions currently included on the Customer Satisfaction Survey.

Information – Utility Late Fee and Shutoff Moratorium Expired September 30, 2021

FCSM Tartt discussed the timeline on the Governor's moratorium and the District's plan to reinstate late fees and utility shut offs as well as the proposed dates related to the past due process for the District. Commissioner Stearns asked about the timeline and the funding sources that are available to the District; FCSM Tartt addressed the Commissioner's question.

Schedule Holiday Gathering – December 17, 2021 at 2:00 p.m.

GM Weidenfeller discussed holding a 2021 holiday gathering on December 17th at 2:00 p.m. This gathering is tentative and dependent on the most current COVID situation.

Action/Approval Items:

Resolution 21-50, Hawley Hills DWSRF Construction Contract

DPC Gubbe reported on the bid results for the Hawley Hills DWSRF project. Commissioner Stearns asked about the location for the vendor to be awarded the bid. DPC Gubbe spoke about an issue related to an easement for a property at the Hawley Hills water system. Commissioner Oosterman inquired about this issue; the Board, staff, and staff and Mr. Rehberger discussed this issue. **Commissioner Oosterman made a motion to adopt Resolution 21-50 as presented: Commissioner Stearns seconded the motion; the motion passed with all in favor.**

Commissioner Signatures/Break: None

Presentations:

GM Weidenfeller asked Mr. Rehberger to address an in-progress policy on "surplus" water systems. Mr. Rehberger would like to work with staff on this policy and schedule the proposed policy at an upcoming meeting. Commissioner Stearns spoke about water system surplus in the past and the concerns for using this process in the future.

Commissioner Oosterman asked AGM Parker to make a change to her reports going forward. AGM Parker reported on the start of the 2020 audit by the State Auditor's Office (SAO) in November. The Board discussed the Chair's responsibilities related to the annual audit.

DPC Gubbe is creating a letter for the Timberline Village community related to the leak loss, the water system's status, and available water connections. The Board asked DFO Campbell several questions related to cold weather. Commissioner Olsen asked FCSM Tartt about the financial dashboard, and the FCSM addressed the Commissioner's question.

Commissioner Topics, Discussions and Reports:

Commissioner Stearns reported on a few items for the Thurston Regional Planning Council (TRPC) group. The Commissioner also reported on a special meeting regarding WPUDA's relationship with water service PUDs.

Commissioner Oosterman also addressed WPUDA's relationship with PUDs that provide water service.

Commissioner Olsen addressed his concerns related to the upcoming Legislative Session related to COVID-19.

Executive Session:

Although there was one listed on the agenda, the Board did not enter into an Executive Session.

Adjournment: Commissioner made a motion to adjourn the meeting: Commissioner seconded the motion; the motion passed with all in favor. The meeting adjourned at 6:07 p.m.

Assignments:

- 1) Schedule a discussion item at a Commission meeting before the end of 2021 to revisit returning to in-person Commission meetings.
- 2) Include the link to the Broadband Survey on the Customer Satisfaction Survey.
- 3) Advertise for Holiday Gathering, scheduled for 2:00 p.m. on Friday, December 17, 2021.
- 4) For the AGM report: mark new information included (like the GM report).

Russell E Olsen

Russell E Olsen (Nov 1, 2021 10:42 PDT)

Russell E. Olsen, Commissioner and President

Attest:

Linda Oosterman

Linda Oosterman (Nov 23, 2021 11:58 PST)

Linda Oosterman, Commissioner and Secretary










Minutes 10122021

Final Audit Report

2021-11-23

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