

**MINUTES OF THE REGULAR MEETING OF MAY 11, 2021  
OF  
PUBLIC UTILITY DISTRICT NO. 1  
OF  
THURSTON COUNTY, WASHINGTON**

The first regular meeting for May 2021 of the Commissioners of Public Utility District No. 1 of Thurston County was called to order on May 11, 2021, commencing at 5:02 p.m. Commissioners Russell E. Olsen, Linda Oosterman, and Chris Stearns were present for the teleconference meeting hosted via Zoom. 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 Services Manager (ASM)
- Kurin Miller, Clerk to the Board

**Call to Order:**

Commissioner Olsen called the regular meeting to order at 5:02 p.m. The Pledge of Allegiance was recited.

**Approval of Agenda:**

**Commissioner Oosterman made a motion to amend the agenda to include two changes: Commissioner Olsen seconded the motion; the motion passed with all in favor. Commissioner Oosterman made a motion to approve the agenda as amended: Commissioner Olsen seconded the motion; the motion passed with all in favor.**

**Consent Calendar:**

Approval of Minutes: April 20, 2021, April 27, 2021

Prequalification of Contractors: None

SMA Contracts: None

Correspondence: None

Voucher Approval:

- 1) Accounts Payables: April 28, 2021, May 5, 2021
- 2) Payroll: May 5, 2021

Other:

- 1) Excuse Commissioner Oosterman from Regular Commission Meeting on April 27, 2021
- 2) Resolution 21-20, Authorization to Apply for Community Economic Revitalization Board Grant
- 3) Resolution 21-21, Tanglewilde-Thompson Place Valve Replacement Contract
- 4) Emergency Waiver of Competitive Bidding Requirements for Frick S. Prairie Water System

**Approval of Consent Calendar:**

**Commissioner Oosterman made a motion to approve the Consent Calendar as presented:**

**Commissioner Olsen 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 revised activities for fully vaccinated individuals per the Governor's office, and she also discussed updates on the District's return-to-work process. Commissioner Olsen asked about deadlines for the return-to-work strategy; ASM Clemens addressed the Commissioner's question.

**Discussion – Telecommunications**

ASM Clemens reported on her work on the District's Telecommunications Project. The ASM and GM Weidenfeller will meet with several school districts within the next few weeks, and ASM Clemens discussed the feedback she has received so far with the school districts she has already met with. The ASM shared the presentation to school districts with the Board. Commissioner Oosterman commented on the process thus far.

Later in the meeting, discussion returned to the Telecommunications Project, specifically the proposed survey to the public. The Board discussed this topic at length with staff.

**Discussion – 2022 Budget Priorities**

AGM Parker led the discussion on priorities for the 2022 Budget. She provided specific priorities and asked for additional priorities from the Board during the next few months. Commissioner Oosterman asked about screening individuals before they enter District facilities; AGM Parker and GM Weidenfeller addressed the Commissioner's question. Commissioner Stearns requested that staff look into opening the building for meeting use by the public, when the COVID-19 pandemic is no longer a threat.

**Discussion – 2022 Budget Process**

AGM Parker gave a brief overview on the 2022 Budget process including proposed timeline information. Commissioner Stearns asked about monies allotted for the Sward and Platt water systems consolidation; AGM Parker and GM Weidenfeller addressed the Commissioner's question.

**Discussion – Additional Workshop Meetings for 2021**

GM Weidenfeller introduced this discussion topic. The Board and GM Weidenfeller discussed the possibility of additional workshops at length. **Commissioner Stearns made a motion to return to the regular Commission meeting schedule effective June 1, 2021 and that Commissioner work sessions are still a feasible option when needed with appropriate notice/timing; Commissioner Oosterman seconded the motion; the motion passed with all in favor.**

**1st Reading – Resolution 21-12, Professional Service Agreement with Hotsko & the Son**

ASM Clemens introduced Resolution 21-12 which would give the General Manager the authority to enter into a contract with the District's landscape maintenance vendor. Commissioner Olsen asked about the monthly amount due to this vendor; GM Weidenfeller and ASM Clemens addressed the Commissioner's question.

**1st Reading – Resolution 21-23, Interlocal Agreement with NoaNet**

ASM Clemens introduced Resolution 21-23 which would authorize the General Manager to enter into an interlocal agreement with the Northwest Open Access Network (NoaNet) as a part of the District's Telecommunications Project. The Board discussed the agreement with staff at length.

**Discussion – DWSRF Funding for 2020 Construction Loans (Update)**

DPC Gubbe gave an update on the Drinking Water State Revolving Fund (DWSRF) funding for the loans for three District-owned water systems. GM Weidenfeller added to the discussion on the Country Club

water system. Commissioner Stearns asked about the Pattison water system; DPC Gubbe addressed the Commissioner's question.

**Discussion – Tanglewilde-Thompson Place Water System Plan (Update)**

DPC Gubbe gave an update on the costs associated with the Tanglewilde-Thompson Plan Water System Plan (WSP) update; the DPC explained that this part of the project is planning only – costs do not yet include construction costs. Commissioner Stearns asked staff to include protections against unsatisfactory work performed by any contractors or vendors in the future. Staff will move forward with submitting the DWSRF Pre-Construction Loan at the updated cost; the Board did not have any objections.

**Action/Approval Item(s):**

**Resolution 21-19, Authorizing Use and Acceptance of Electronic Signatures**

AGM Parker briefly introduced Resolution 21-19 which would authorize the use of electronic signatures in the business processes of the District. **Commissioner Stearns made a motion to approve Resolution 21-19 as presented; Commissioner Oosterman seconded the motion; the motion passed with all in favor.**

**Commissioner Signatures/Break:**

There were no physical documents to sign.

**Presentations:**

GM Weidenfeller reminded the Commissioners of the upcoming WPUA Telecom Workshop. The GM also spoke about a development on the Pattison water system which would add approximately 500 customers to that water system. Additional information on this topic will be presented at a later meeting, during an Executive Session. GM Weidenfeller also spoke about the next Utility Rate Advisory Committee (URAC) meeting, scheduled in July 2021 as well as the Washington Water Utility Council (WWUC) and Department of Ecology Policy 1050.

DFO Campbell gave an update on the emergency work recently completed for the Frick South Prairie water system in Pierce County.

FCSM Tartt updated the Board on the financial dashboard presentation, per Commissioner Olsen's request. AGM Parker addressed the Board regarding electronic signatures.

**Commissioner Topics, Discussions and Reports:**

Commissioner Stearns spoke about his recent work with the Thurston Regional Planning Council (TRPC) Retreat. The Commissioner also recently attended the Water Resources Advisory Committee (WRAC) meeting, and he spoke about the topics discussed at this meeting.

Commissioner Oosterman attended the most recent Emergency Management meeting. The Commissioner spoke about an upcoming webinar on cyber threats and security awareness on May 20, 2021. GM Weidenfeller addressed Commissioner Oosterman's request for thoughts on possible threats and District security. The Board discussed this topic at length with staff.

Commissioner Olsen reported on a personal issue. He also thanked the other Commissioners for their work.

**Executive Session:** At 6:38 p.m., Commissioner Olsen announced that the Board would enter into an Executive Session consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price, in accordance with RCW 42.30.110 (1)(b), for 17 minutes until 6:55 p.m. At 6:55 p.m., it was announced that the Executive Session would be extended for 10 minutes until 7:05 p.m. At 7:05 p.m., it was announced that the Executive Session would be extended for five minutes until 7:10 p.m. At 7:10 p.m., it was announced that the Executive Session would be extended for ten minutes until 7:20 p.m. At 7:20 p.m., the Executive Session was closed and the regular meeting resumed. No decisions were made by the Board during the 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 7:20 p.m.

**Assignments:** None

*Russell E. Olsen*

[Russell E. Olsen \(May 28, 2021 12:49 PDT\)](#)

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Russell E. Olsen, Commissioner and President

Attest:

*Linda Oosterman*

[Linda Oosterman \(Jul 7, 2021 15:40 PDT\)](#)

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Christopher Stearns, Commissioner and Vice President









# Minutes 05112021

Final Audit Report

2021-07-07

Created:	2021-05-26
By:	Julie Parker (julieparker@thurstonpud.org)
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-  Document created by Julie Parker (julieparker@thurstonpud.org)  
2021-05-26 - 1:06:48 AM GMT- IP address: 73.254.138.67
-  Document emailed to Russell E. Olsen (rolsen@thurstonpud.org) for signature  
2021-05-26 - 1:07:20 AM GMT
-  Email viewed by Russell E. Olsen (rolsen@thurstonpud.org)  
2021-05-28 - 7:48:27 PM GMT- IP address: 174.204.64.121
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Signature Date: 2021-05-28 - 7:49:02 PM GMT - Time Source: server- IP address: 174.204.64.121
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