

MINUTES OF THE REGULAR MEETING OF AUGUST 24, 2021
OF
PUBLIC UTILITY DISTRICT NO. 1
OF
THURSTON COUNTY, WASHINGTON

The second regular meeting for August 2021 of the Commissioners of Public Utility District No. 1 of Thurston County was called to order on August 24, 2021, commencing at 5:00 p.m. Commissioners Linda Oosterman, Russell E. Olsen, and Chris Stearns were present for the teleconference 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 Services Manager (ASM)
- Joseph Rehberger, the District's 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 Oosterman made a motion to approve the agenda as presented: Commissioner Stearns seconded the motion; the motion passed with all in favor.

Consent Calendar:

Approval of Minutes: August 10, 2021

Prequalification of Contractors: None

SMA Contracts: None

Correspondence: None

Voucher Approval:

- 1) Accounts Payables: August 11, 2021, August 18, 2021
- 2) Payroll: August 20, 2021

Other:

- 1) Emergency Waiver of Competitive Bidding Requirements, August 3, 2021 – Crescent Park (355) Water System
- 2) Cancel TPUD Employee Picnic, September 17, 2021
- 3) Authorize Replacement of Two (2) TPUD Vehicles
- 4) Resolution 21-42, DWSRF Contract – Glen Alder (522) Water System

Approval of Consent Calendar:

Commissioner Stearns made a motion to approve the Consent Calendar as presented: Commissioner Stearns seconded the motion; the motion passed with all in favor.

Public Comment:

There were no members of the public present for the meeting.

Public Hearing – 2022 Proposed Rates, Fees, Charges, and Surcharges for Country Club Estates Customers:

AGM Parker gave a brief overview of the Proposed Rates, Fees, Charges, and Surcharges for the Country Club Estates water system for 2022. **Commissioner Olsen opened the Public Hearing at 5:06 p.m. The Public Hearing was closed at 5:06 p.m.**

Information or Discussion of Operations/Policy Issues:

Discussion – COVID-19 Updates

ASM Clemens reported on the approval of the Pfizer vaccine by the Food & Drug Administration (FDA), approval of booster shots for vaccinated individuals, and she also provided an update on current procedures at the District. GM Weidenfeller suggested that the Commissioners wear a N95 mask or KN95 mask for enhanced protection. Commissioner Stearns asked about funding available to customers affected by COVID-19; FCSM Tartt and GM Weidenfeller addressed the Commissioner's question.

Discussion – Broadband and Telecommunications

ASM Clemens reported on meetings with several school districts in the area. She also reported on a recent meeting with Comcast; the ASM elaborated more on this meeting after Commissioner Olsen inquired about it. The District received an email objecting to the possibility of adding public enterprise to the otherwise private broadband/telecommunications industry.

Discussion – Preliminary 2022 Proposed Operation and Capital Budgets Presentation

AGM Parker presented two budget options to the Board, each having a different proposed rate increase. Commissioner Olsen asked about the second option compared to a budget with all staff and Commissioner wants funded in the budget. AGM Parker and GM Weidenfeller addressed the Commissioner's question. Commissioner Stearns commented on the importance of including options in the budget that increases productivity and sustainability. AGM Parker spoke about the solar paneling project as part of the Capital Budget. Commissioner Oosterman commented on the reality of a budget increase in light of the COVID-19 pandemic; AGM Parker also addressed this topic.

AGM Parker also presented recommendations to a few charges (i.e. Marvin Road water systems surcharge and the General Facilities Charge). The Board and GM Weidenfeller further discussed the proposed rate increases, presentations to the public, and the Utility Rate Advisory Committee (URAC) recommendations.

Discussion – Public Hearings/Public Meetings on the 2022 Budget, Rates, Fees, Charges, and Surcharges

AGM Parker presented the proposed dates for the Public Hearings on the Budget, Rates, Fees, Charges, and Surcharges for 2022. A Public Hearing will also be needed for the Glen Alder water system in regard to the Rates, Fees, Charges, and Surcharges for those customers. The Board agreed to hold Public Hearings at the regular meeting on September 14, 2021 and a special meeting on September 21, 2021.

Public Hearing – 2022 Proposed Rates, Fees, Charges, and Surcharges for Country Club Estates Customers:

A member of the public joined the meeting via Zoom conferencing. The individual, a customer of the Country Club Estates water system, asked several questions on the proposed rates for the water system which AGM Parker addressed. The customer did not wish to testify on the rates, so the Public Hearing was not reopened.

Action/Approval Items:

Resolution 21-32, Water System Transfer – Country Club Estates Water System & Resolution 21-34, Adopting Rates, Fees, Charges, and Surcharges for Country Club Estates Water System

GM Weidenfeller asked the Board to table these resolutions until after the Executive Session scheduled later in the meeting. **Commissioner Stearns made a motion to table Resolutions 21-32 and 21-34 until after the Executive Session: Commissioner Oosterman seconded the motion; the motion passed with all in favor.**

Resolution 21-40, Construction Contract – Sward (278) Upgrades

DPC Gubbe briefly introduced Resolution 21-40 which would give GM Weidenfeller the authority to award the construction contract for upgrades to the Sward water system. The DPC explained that the bid was pushed back, so the contract amount and contract is unknown at this time. **Commissioner Stearns made a motion to adopt Resolution 21-40 as presented: Commissioner Oosterman seconded the motion; the motion passed with all in favor.**

Commissioner Signatures/Break:

At 5:50 p.m., Commissioner Olsen announced that the Board would break until 6:00 p.m. At 6:02 p.m., the regular meeting resumed.

Presentations:

GM Weidenfeller reported that the Water 101 seminar was presented to Mr. Howard Bowles, the new Utility Rate Advisory Committee (URAC) member; Mr. Bowles will receive a water system tour soon from DFO Campbell. AGM Parker reported on the policies staff has been developing for remote work; these policies will be presented for approval on the Consent Calendar at the next regular Commission meeting scheduled on September 14, 2021.

Commissioner Oosterman asked about the approval required for the new wells at the Knowles Road water system. DFO Campbell addressed the Commissioner's question. Commissioner Stearns asked the DFO to elaborate on a metering/billing issue at the East Olympia water system; DFO Campbell spoke about this issue.

DPC Gubbe reported that the Drinking Water State Revolving Fund (DWSRF) loan contracts for the Country Club Estates and Pattison water systems have been signed. The DPC also reported that the District was selected to receive grant funding for PFAS testing on all the District-owned Group A water systems. More information on the grant will be available at a later date.

Commissioner Topics, Discussions and Reports:

Commissioner Olsen reported on his travels related to a personal matter. The Commissioner attended the Fir Tree water systems homeowners meeting on August 19, 2021, and he discussed the topics addressed at that meeting including billing and generators.

Commissioner Oosterman has not attended any other meetings besides the regular Commission meetings in August. However, she may be attending an Emergency Management meeting later in the month. The Commissioner has been limited from attending certain meetings due to the COVID-19 pandemic. Later in the meeting, the Commissioner mentioned that the in-person component of upcoming WPUA meetings have been cancelled due to COVID.

Commissioner Stearns met with Thurston County Commissioner Tye Menser, and he discussed the topics addressed at that meeting including utility right-of-way setbacks, coordinating public works, and an increase in Commissioners on the Thurston County Board of Commissioners.

Executive Session:

At 6:24 p.m., Commissioner Olsen announced that the Board would enter into an Executive Session in accordance with the provisions of RCW 42.30.110 (1)(b), to 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; RCW 42.30.110(1)(g), to evaluate the performance of a public employee; and RCW 42.30.110 (1)(i) 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, for 21 minutes until 6:45 p.m. At 6:45 p.m., Commissioner Olsen announced that the Executive Session would be extended for another 15 minutes until 7:00 p.m. At 7:00 p.m., Commissioner Olsen announced that the Executive Session would be extended for another ten minutes until 7:10 p.m. At 7:10 p.m., the Executive Session ended, and the regular meeting resumed. Joseph Rehberger, the District's Legal Counsel, was present for the Executive Session. No decisions were made during the Executive Session.

Resolution 21-32, Water System Transfer – Country Club Estates Water System

Commissioner Stearns made a motion to adopt Resolution 21-32. Commissioner Oosterman made a motion to amend Resolution 21-32 to include Sections 4 and 5 within the resolution itself: Commissioner Stearns seconded the motion; the motion to amend the resolution passed with all in favor. Commissioner Oosterman then seconded the motion to adopt Resolution 21-32; the motion to adopt Resolution 21-32 passed with all in favor.

Resolution 21-34, Adopting Rates, Fees, Charges, and Surcharges – Country Club Estates Water System

Commissioner Stearns made a motion to adopt Resolution 21-40. Commissioner Oosterman made a motion to amend Resolution 21-32 to include Section 3 within the resolution itself: Commissioner Stearns seconded the motion; the motion to amend the resolution passed with all in favor. Commissioner Oosterman then seconded the motion to adopt Resolution 21-40; the motion to adopt Resolution 21-40 passed with all in favor.

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 7:22 p.m.

Assignments:

- 1) Advertise for a Special Commission meeting on Tuesday, September 21, 2021 at 5:00 p.m.
- 2) Advertise for a Public Hearing on Tuesday, September 14, 2021 regarding the 2022 Proposed Budget Rates, Fees, Charges, and Surcharges for the Glen Alder water system.
- 3) Advertise for Public Hearings on Tuesday, September 14, 2021 and Tuesday, September 21, 2021 regarding the 2022 Proposed Budget Rates, Fees, Charges, and Surcharges.
- 4) Create instructions for public comment/testimony during the Public Hearings in September.
- 5) Post the 2022 Proposed Budget and Rates, Fees, Charges and Surcharges information on the website.
- 6) Add the remote work policies to the Consent Calendar for approval at the next Regular Commission meeting scheduled for September 14, 2021.

- 7) Provide GM Weidenfeller with information on the metering/billing issue at the East Olympia water system.
- 8) Provide Commissioner Stearns with the utility right-of-way setback that the District requested be approved by Thurston County.

Russell E Olsen

[Russell E Olsen \(Sep 20, 2021 12:34 PDT\)](#)

Russell E. Olsen, Commissioner and President

Attest:

Linda Oosterman

[Linda Oosterman \(Sep 20, 2021 14:33 PDT\)](#)

Linda Oosterman, Commissioner and Secretary









Minutes 08242021

Final Audit Report

2021-09-20

Created:	2021-09-15
By:	Julie Parker (julieparker@thurstonpud.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAinEe_Sj95aOK1rsLnGUcnzw9vaJ3vsQf

"Minutes 08242021" History

-  Document created by Julie Parker (julieparker@thurstonpud.org)
2021-09-15 - 6:24:37 PM GMT- IP address: 73.254.138.67
-  Document emailed to Russell E Olsen (rolsen@thurstonpud.org) for signature
2021-09-15 - 6:25:45 PM GMT
-  Email viewed by Russell E Olsen (rolsen@thurstonpud.org)
2021-09-20 - 7:33:34 PM GMT- IP address: 174.204.67.197
-  Document e-signed by Russell E Olsen (rolsen@thurstonpud.org)
Signature Date: 2021-09-20 - 7:34:06 PM GMT - Time Source: server- IP address: 174.204.67.197
-  Document emailed to Linda Oosterman (loosterman@thurstonpud.org) for signature
2021-09-20 - 7:34:08 PM GMT
-  Email viewed by Linda Oosterman (loosterman@thurstonpud.org)
2021-09-20 - 9:32:34 PM GMT- IP address: 24.18.31.44
-  Document e-signed by Linda Oosterman (loosterman@thurstonpud.org)
Signature Date: 2021-09-20 - 9:33:21 PM GMT - Time Source: server- IP address: 24.18.31.44
-  Agreement completed.
2021-09-20 - 9:33:21 PM GMT