

**MINUTES OF THE REGULAR MEETING OF DECEMBER 14, 2021
OF
PUBLIC UTILITY DISTRICT NO. 1
OF
THURSTON COUNTY, WASHINGTON**

The first regular meeting for December 2021 of the Commissioners of Public Utility District No. 1 of Thurston County was called to order on December 14, 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 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)
- 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: November 23, 2021

Prequalification of Contractors: None

Correspondence: None

Voucher Approval:

- 1) Accounts Payables: November 24, 2021, December 1, 2021, December 8, 2021
- 2) Payroll: December 5, 2021

Other:

- 1) Resolution 21-62, Governance Policy Update
- 2) Resolution 21-59, Engineering Contract – Pattison (500) DWSRF Project
- 3) Authorization for the GM to Offer Signing Bonuses

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/Broadband and Telecommunications

GM Weidenfeller addressed these agenda items, as ASM Clemens was excused from the meeting. A report on the Broadband Survey will be presented at a future meeting, as that survey has closed.

First Reading – Customer Satisfaction Survey Report

AGM Parker highlighted details received from the District’s Customer Satisfaction Survey which closed on November 19, 2021. Commissioner Olsen asked for a summary of the comments received from the survey, and AGM Parker addressed the Commissioner’s request. Each Commissioner spoke on this topic with GM Weidenfeller.

First Reading – Resolution 21-63, Redistricting Plan per SB 5013-S.SL

AGM Parker presented Resolution 21-63 which would adopt the redistricting plan adopted by the Thurston County Board of County Commissioners, consistent with Substitute Senate Bill 5013.

First Reading – Resolution 21-64, Policy Amendments

AGM Parker presented Resolution 21-64 which would adopt revisions to four District policies: Policies 100-032 Travel, 100-038 NSF and Returned Payments, 400-006 Vacation and Sick Leave, and 400-030 On-Call. AGM Parker and GM Weidenfeller highlighted the changes made to each policy. There were several questions posed by the Board, and those were addressed by the AGM and GM.

Discussion – Easter Day (271) Treatment

GM Weidenfeller presented a report he generated for the Easter Day water system. The GM spoke to each of the possible options listed on the report for customers on the Easter Day water system regarding PFAS treatment. Each Commissioner posed questions to GM Weidenfeller, and the Board discussed this topic at length with the GM and DPC Gubbe.

Discussion – Timberline Village (628) Next Steps

DPC Gubbe presented updated information for the Timberline Village water system including the recently completed construction project. The District is moving forward with options to add active connections to this water system.

Discussion – Solar Projects on Administrative Buildings

GM Weidenfeller presented information to the Board regarding staff’s research on installing solar panels at District-owned properties; DFO Campbell also spoke on this topic. GM Weidenfeller stated that these solar projects are not a financially feasible option for the District at this time due to funding; there is only a 25% state match and the cost to the District would be \$188,000 plus metal roof costs. The GM stated that the District staff will continue to look for grant opportunities for solar energy. Commissioner Stearns spoke about this topic at length; he also asked about other solar options that may be available for the District’s water systems. DFO Campbell addressed the Commissioner’s questions.

Action/Approval Items:

Resolution 21-60, Second Amendment to the 2021 Operating Budget

AGM Parker presented Resolution 21-60 which would revise the 2021 Operating Budget to incorporate changes to the General and Water funds. Commissioner Stearns asked a clarifying question for the water systems affected by the revisions; AGM Parker addressed the Commissioner’s question.

Commissioner Stearns made a motion to adopt Resolution 21-60 as presented: Commissioner Oosterman seconded the motion; the motion passed with all in favor.

Resolution 21-61, Second Amendment to the 2021 Capital Budget

AGM Parker presented Resolution 21-61 which would revise the 2021 Capital Budget. **Commissioner Oosterman made a motion to adopt Resolution 21-61 as presented: Commissioner Stearns seconded the motion; the motion passed with all in favor.**

Commissioner Elections for 2022

Commissioner Oosterman made a motion to elect Commissioner Olsen for President of the Board for 2022: Commissioner Stearns seconded the motion; the motion passed with all in favor. Commissioner Oosterman made a motion to elect Commissioner Stearns for Vice President of the Board for 2022: Commissioner Olsen seconded the motion; the motion passed with all in favor. Commissioner Olsen made a motion to elect Commissioner Oosterman for Secretary of the Board for 2022: Commissioner Stearns seconded the motion; the motion passed with all in favor.

Commissioner Assignments

The Board reviewed the proposed Commissioner Assignments Matrix for 2022, but there were no changes to the existing assignments.

Commissioner Signatures/Break: None

Presentations:

DPC Gubbe and the Clerk to the Board spoke about the PUD's holiday gathering on December 17, 2021 as well as the Employee Fund. DPC Gubbe then reported on a temporary employee at the District's satellite office and their assigned workload.

DFO Campbell gave a brief synopsis of the report he submitted for this Commission meeting. Commissioner Olsen posed a technical question to the DFO regarding variable frequency drives (VFD) on particular water systems; DFO Campbell addressed the Commissioner's question. The Board discussed water system operations at length with DFO Campbell and DPC Gubbe.

GM Weidenfeller addressed the open positions that the District is currently recruiting for, as well as recent personnel changes. FCSM Tartt updated the Board on staff's actions and plans for restarting the District's utility account past due process in 2022; the FCSM also gave an update on funds awarded to customers through the District's Utility Relief Assistance Program (URAP) and current delinquencies. Commissioner Oosterman asked about the status of delinquencies and customers that have applied for URAP funding; she also suggested ways to reach the customers in danger of disconnection so that they apply for URAP funding. The Board and staff discussed this topic at length.

Commissioner Topics, Discussions and Reports:

Commissioner Olsen reported that Tumwater Mayor Kmet is retiring, and he requested the District send a certificate of appreciation to his office. The Commissioner also reported on plans for the Utility Rate Advisory Committee (URAC) at the beginning of 2022. Commissioner Olsen and Commission Oosterman addressed the possibility of continued in-person Commission meetings.

Commissioner Oosterman spoke about a few personal matters and how these may affect her workload for the District. The Board discussed personal travel this holiday season.

Commissioner Stearns reported on several meetings he has recently attended including the WPUDA Annual Conference, a special meeting with WPUDA staff, the quarterly WPUDA Water Committee

meeting, and a Water Resources Advisory Committee (WRAC) meeting. The Commissioner also reported on the topics covered at these meetings including regulatory information.

At 6:47 p.m., Commissioner Olsen announced that the Board would break for eight minutes until 6:55 p.m. All staff were dismissed for the Executive Session.

Executive Session:

At 6:55 p.m., Commissioner Olsen announced that the Board would be entering into an Executive Session to evaluate the performance of a public employee, as authorized by RCW 42.30.110 (1)(g), for 30 minutes until 7:25 p.m. At 7:25 p.m., it was announced that the Executive Session would be extended for 35 minutes until 8:00 p.m. At 8:00 p.m., the Executive Session was concluded and the regular meeting resumed. 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 8:00 p.m.

Assignments:

- 1) Provide the Board with the redlined versions of the policy and procedure amendments in Resolution 21-64.
- 2) Follow up with WPUDA regarding Board-elected positions for 2022.
- 3) Resend the Employee Fund email vote to Commissioner Olsen and Commissioner Oosterman.
- 4) Generate a certificate of appreciation for the City of Tumwater Mayor Pete Kmet.
- 5) Add a discussion item to speak about restarting in-person Commission meetings to a Commission meeting in January 2022.

Russell E Olsen

Russell E Olsen (Jan 3, 2022 07:52 PST)

Russell E. Olsen, Commissioner and President

Attest:

Linda Oosterman

Linda Oosterman (Jan 4, 2022 12:37 PST)

Linda Oosterman, Commissioner and Secretary









Commission Meeting Minutes 12/14/2021 - Please Sign

Final Audit Report

2022-01-04

Created:	2021-12-30
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