

MINUTES OF THE REGULAR COMMISSION MEETING OF APRIL 23, 2024
OF
PUBLIC UTILITY DISTRICT NO. 1
OF
THURSTON COUNTY, WASHINGTON

The second regular Commission meeting for April 2024 of the Commissioners of Public Utility District No. 1 of Thurston County was called to order on April 23, 2024. The meeting commenced at 5:00 p.m. Commissioners Linda Oosterman, Russell E. Olsen, 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. District staff present at the meeting include:

- John Weidenfeller, General Manager
- Julie Parker, Assistant General Manager
- 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, Administrative Services Coordinator (ASC) and Clerk to the Board
- Kalelia Gipson, Customer Service Representative and Associate Clerk to the Board

Call to Order:

Commissioner Oosterman 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 Olsen seconded the motion; the motion passed with all in favor.

Consent Calendar:

Approval of Minutes: April 9, 2024

Prequalification of Contractors: Northwest Tree Experts

Correspondence: None

Voucher Approval:

- 1) Accounts Payables: April 10, 2024, April 17, 2024
- 2) Payroll: April 19, 2024

Other:

- 1) Proclamation for Drinking Water Week, May 5-11, 2024
- 2) Certificate of Appreciation for Howard Bowles, Former URAC Member
- 3) Reminder: Operator of the Year Ceremony at Field Operations Office, May 7, 2024, at 3:30 p.m.

Approval of Consent Calendar:

Commissioner Stearns 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

Public Hearing:

FCSM Tartt gave an overview of the proposed adjustment to the Drinking Water State Revolving Fund (DWSRF) Surcharge for the Glen Alder 522 water system, though there were no members of the public present at the meeting. Commissioner Oosterman opened the Public Hearing at 5:05 p.m. and closed the Public Hearing at 5:06 p.m. No written testimony was received.

Information or Discussion of Operations/Policy Issues:

Strategic Plan Performance Measures and Action Steps Report, 1st Quarter 2024 Update

AGM Parker briefly presented the Strategic Plan Performance Measures and Action Steps report, updated with information for the first quarter of 2024.

Discussion – Draft Agenda for the Strategic Planning Session, May 7, 2024

GM Weidenfeller introduced the proposed agenda for the Board's Strategic Planning Session scheduled on May 7, 2024. The GM spoke about the items listed on the agenda and related topics, including succession planning and proposed staffing, disposal of water systems outside of Thurston County, alternate rate schedules for water systems outside of Thurston County, water sampling requirements for Group B water systems, water rights, and new housing developments. The Board discussed these topics at length with GM Weidenfeller and District staff. Commissioner Oosterman also led a discussion related to the District's Strategic Plan and guidelines for strategic planning for the Board going forward.

1st Reading – Resolution 24-14, 2024 Conservation Program

DPC Gubbe presented staff's proposal for the 2024 Conservation Program. Commissioner Oosterman asked about targeting homeowner associations for conservation education, and DPC Gubbe addressed the Commissioner's question.

1st Reading – Resolution 24-15, Policies and Procedures Update

FCSM Tartt presented Resolution 24-15 which would adopt changes to several District policies regarding the waiver of meal periods.

1st Reading – Resolution 24-16, Water Policy Manual Update

District staff recommended that this resolution be tabled until a later Commission meeting, so this topic was not addressed.

1st Reading – Resolution 24-17, Extreme Heat Moratorium

FCSM Tartt presented Resolution 24-17 which would adopt annual procedures regarding water service disconnection in compliance with ESHB 1329, Preventing Utility Shutoffs for Nonpayment During Excessive Heat, as codified in RCW 54.16.285. Commissioner Stearns asked about excessive heat outside of the time frame addressed in the resolution, set from June 1st through September 30th; Commissioner Oosterman confirmed that this action is a continuation of the process started in 2023. FCSM Tartt addressed the Commissioners' questions.

Action/Approval Items:

Resolution 24-13, Glen Alder DWSRF Surcharge Adjustment

GM Weidenfeller briefly presented Resolution 24-13. **Commissioner Stearns motioned to approved Resolution 24-13 as presented: Commissioner Olsen seconded the motion; the motion passed with all in favor.**

Commissioner Signatures/Break: None

Presentations:

GM Weidenfeller will be attending the PNWS-AWWA Section Conference starting May 1st. The GM also reported that the Washington State Department of Ecology published revisions of their Policies 2030 and 1010 which the Washington Water Utility Council (WWUC) will be reviewing.

DFO Campbell thanked GM Weidenfeller for nominating him for the Operator of the Year award, and he thanked the Board for adopting a resolution to confirm the GM's nomination. Commissioner Oosterman spoke to the DFO's award and his performance on behalf of the District. Commissioner Stearns addressed a low-pressure call received due to firefighting efforts and asked about the frequency of these types of events; Commissioner Oosterman asked about possible agreements between the District and fire districts. DFO Campbell addressed the Commissioners' questions.

DPC Gubbe gave updates on the new Casebolt well at the Pattison 500 water system and the denial of additional connections on the Timberline Village 628 water system by the Washington State Department of Health. Commissioner Oosterman discussed additional actions with staff to apply for more connections on the Timberline Village system going forward.

Commissioner Topics, Discussions, and Reports:

Commissioner Olsen reported on a request he received asking for information on the portion of Asset Management Plan contributions to the Tanglewilde-Thompson Place 600 system and a disagreement to the District's comprehensive rate structure. The Commissioner was traveling for work reasons and will provide an updated report at the Strategic Planning Session next week.

Commissioner Oosterman asked the other two Commissioners to bring their thoughts on the Strategic Plan to the Strategic Planning Session on May 7, 2024. Commissioner Olsen also addressed this topic.

Commissioner Stearns reported on election results for WPUDA; the Commissioner also reported on the presentations he attended at the WPUDA Annual Conference earlier in the month. Commissioners Oosterman and Stearns also spoke about local legislative representatives and generational changes.

Executive Session: None

Adjournment: Commissioner Stearns made a motion to adjourn: Commissioner Olsen seconded the motion; the motion passed with all present in favor. The meeting adjourned at 6:47 p.m.

Assignments:

- 1) The Assistant General Manager will follow-up with the President of the Board on an Agenda for the Strategic Planning Meeting on May 7, 2024.
- 2) Invite the URAC members to the Operator of the Year ceremony for DFO Campbell, scheduled for May 7, 2024.
- 3) Going forward, update the formatting for budgetary/financial variances or other items out of the ordinary in the financial report presented at the second Commission meetings each month.

Linda Oosterman
Linda Oosterman (May 15, 2024 11:05 PDT)

Linda Oosterman, Commissioner and President

Attest:

Christopher Stearns
Christopher Stearns (May 28, 2024 13:50 PDT)

Christopher Stearns, Commissioner and Secretary









Minutes 04232024

Final Audit Report

2024-05-28

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