



APPROVED 3/25/26

MINUTES
City of Tacoma
Public Utility Board Meeting
March 11, 2026
6:30 p.m.

Chair O'Loughlin called the Public Utility Board meeting to order at 6:30 p.m.

Present: John O'Loughlin; Elly Claus-McGahan; Anita Gallagher; Devin Hampton;
Excused: William Bridges

Minutes of the Previous Meetings

Ms. Gallagher moved that the minutes of the previous meetings be adopted; seconded by Ms. Claus-McGahan. Voice vote was taken and carried. The minutes were declared adopted.

Public Comments

There were no public comments.

Regular Agenda

Departmental

- C-1 Resolution U-11589- A resolution to award certain contracts and approve certain purchases:
1. Increase and extend contract with Parametrix, Inc., to provide continued management and owner's representative support for multiple capital projects at the Nisqually Hydroelectric Facility (\$1,600,000, plus applicable taxes. Projected contract total \$1,900,000, plus applicable taxes and extend contract through June 20, 2031) [Adam Davis, Engineering Project Mgr];
 2. Award contract to Kleinschmidt Associates for professional engineering and permitting support services to complete the final design of the Mayfield Dam Juvenile Bypass System (\$2,416,300, plus applicable taxes) [Gus Garcia, Engineering Project Mgr];
 3. Increase contract to Absher Construction to complete design and construction of Tacoma Water's warehouse and shops building and associated yard improvement (\$32,840,871, plus applicable taxes and a five percent contingency for a projected contract amendment amount of \$34,482,915. Projected total contract of \$37,499,690, plus applicable taxes) [Carol Powers, Principal Engineer].

Ms. Gallagher moved to adopt the resolution; seconded by Ms. Claus-McGahan.

Voice vote taken and carried. The resolution was adopted.

- C-2 Resolution U-11590 – Authorize execution of a letter of agreement as negotiated with the Sheet Metal, Air, Rail and Transportation – Transportation Division (SMART-TD), Conductors Unit, regarding a new classification to be titled Railway Conductor Trainee

Ms. Gallagher moved to adopt the resolution; seconded by Ms. Claus-McGahan.

Dylan Carlson, Labor Relations Division Mgr, summarized the resolution. The City and the International Association of Sheet Metal, Air, Rail, and Transportation–Transportation Division, Conductors Unit (SMART – TD), have negotiated a proposed Letter of Agreement (LOA) to add a new classification to be titled Railway Conductor Trainee. At its meeting of March 5, 2026, the Civil Service Board reviewed and affirmed its support of recommended changes to Chapter 1.24 of the TMC in order to accommodate the probationary terms of the proposed LOA. Tacoma Rail has primarily relied upon outside lateral recruitments of certified conductors hired from other railroads and this impedes Tacoma Rail from its aspiration of recruiting and training City of Tacoma residents to perform this work. Tacoma Rail and SMART-TD have a shared desire to create an in-house training program to allow candidates with no prior railroad industry experience the opportunity to become journey-level Railway conductors and the parties have agreed to establish a new classification titled Railway Conductor Trainee and recognize SMART-TD as the exclusive bargaining representative. The proposed LOA provides for the creation of Railway Conductor Trainee to be added to the compensation plan and the classification will be created as classified, overtime category “B”, with a four-step pay range set at 70, 75, 80 and 85 percent of the journey-level hourly rate for Railway Conductor and progression through the pay range will be based on successful progression through four stages of training. Trainees will serve a nine-month probationary period, and upon completion, will be eligible to compete for a promotion to a vacant permanent Railway Conductor position. Promotion to the classification of Railway Conductor is not guaranteed and shall be at the exclusive determination of Tacoma Rail management, consistent with the Civil Service rules, the collective bargaining agreement, and shall be based on business and operational need.

Voice vote taken and carried. The resolution was adopted.

- C-3 Motion 26-01 - That in accordance with Article IV, Section 4.18 of the Tacoma City Charter, the Board has completed and approved an annual performance review of Jackie Flowers, the Director of Utilities, in the final form as on file with the Clerk of the Board; and the Board further approves an increase in compensation to Step 6, which is an increase of \$24,003.20 to \$498,243.20 annually, effective on the next pay period, an award of 4 incentive days pursuant to TMC 1.12.345.C, and an award of 16 administrative leave days pursuant to TMC 1.12.250(C)(2), with the awarded days to be used within 12 months of the date of passage.

Ms. Gallagher moved to approve the motion; seconded by Ms. Claus-McGahan.

Chair O'Loughlin remarked that this motion represents one of the most important jobs the Board performs. The Chair made positive remarks about the great performance of the Director, shared that her performance review was positive, and that the Board values and appreciates the Director.

Voice vote taken and carried. The motion was approved.

- C-4 Motion 26-02 - That in accordance with Article IV, Section 4.18, of the Tacoma City Charter, the Board has completed and approved an annual performance review of the Director of Utilities Jackie Flowers, and based on such review, the Board reconfirms the appointment of Jackie Flowers as the Director of Utilities for a two-year period commencing May 3, 2026, subject to reconfirmation by the City Council; the Board also requests that the City Council concur in the Board's reconfirmation of Jackie Flowers as the Director of Utilities for a two-year appointment effective as of May 3, 2026.

Ms. Gallagher moved to approve the motion; seconded by Ms. Claus-McGahan.

Voice vote taken and carried. The motion was approved.

Tacoma Power

- C-5 Resolution U-11591 – Authorize Tacoma Power to amend the Crown Castle Fiber LLC pre-payment agreement to increase the maximum deposit limit from \$500,000 to \$5,000,000 to facilitate the expedited payment of make-ready work, reduce administrative costs, and minimize project delays in accordance with Tacoma Power's Master Pole Attachment Agreement

Ms. Gallagher moved to adopt the resolution; seconded by Ms. Claus-McGahan.

Beverley Pinkerton, Sr. Business Services Analyst, summarized the resolution. Tacoma Power entered into Wireline and Wireless Master Pole Attachment Agreements (MPAA) with Crown Castle Fiber LLC (Crown Castle) on March 28, 2022 and under the MPAA, Crown Castle must apply for review and approval before installing pole attachments. If the proposed route requires work to create space on the poles for the proposed pole attachment (make-ready work), Tacoma Power will survey the route and provide an estimate for the necessary make-ready work and Crown Castle must approve the estimate by signing the quotation and submitting full payment for each route that requires make-ready work, and this process is repeated for each application requiring make-ready work. To expedite the approval, payment, and scheduling of Tacoma Power make-ready work, a pre-payment agreement was executed with Crown Castle on November 19, 2025. The agreement established a maximum deposit limit of \$500,000 and allows Crown Castle to maintain a pre-payment account with Tacoma Power. Tacoma Power draws from this account to cover estimated costs for make-ready work. Crown Castle has requested an increase its maximum cumulative pre-payment account balance in the pre-payment agreement from \$500,000 to \$5,000,000 to support upcoming wireline and wireless projects within the Tacoma Power service area.

Voice vote taken and carried. The resolution was adopted.

- C-6 Resolution U-11592 – Authorize execution of a customer-funded utility installation agreement with the Washington State Department of Social and Health Services allowing Tacoma Power to perform engineering design and construction for electric utility upgrades to serve a new forensic hospital

Ms. Gallagher moved to adopt the resolution; seconded by Ms. Claus-McGahan.

Jessica Cho, Project Mgr, summarized the resolution. Tacoma Power seeks authorization execute a utility installation agreement with the Washington Department of Social and Health Services (DSHS) to perform the engineering design and construction for electric utility upgrades necessary to serve the new forensic hospital on the Western State Hospital Campus in the City of Lakewood, WA. DSHS is constructing an expansion to the Hospital that includes 350 beds to care for forensic patients and the total facility load will be approximately 7.8 MW, most of which will be served by the Hospital's new on-site solar generation. The new facility represents approximately 3.2 MW of new load on Tacoma Power's distribution system, requiring upgrades. Supporting this additional load involves upsizing the distribution lines serving the hospital and due to the size of the hospital's onsite generation, the project scope includes upgrading relays at two existing substations to allow for remote shut-off of circuit breakers in response to fault conditions and installing recloser switches at the points of interconnection, thereby protecting Tacoma Power's equipment and maintaining system stability. The proposed installation is a customer-funded project in the amount of \$2,089,947.

Voice vote taken and carried. The resolution was adopted.

C-7 Resolution U-11593 – Authorize Tacoma Power to update its Customer Service Policies which includes clarifications, correction of administrative errors, fixed fee adjustments, additions, and other general updates

Ms. Gallagher moved to adopt the resolution; seconded by Ms. Claus-McGahan.

Chad Edinger, Electrical Services Mgr, summarized the resolution. Tacoma Power recommends approval of proposed updates to its Customer Service Policies. The last full review and update to the Tacoma Power Customer Service Policies occurred in December 2024, receiving Board approval through Resolution U-11501. A complete review of the Tacoma Power Customer Service Policies was completed in 2026, and staff is proposing various updates, clarifications, and corrections: Updated application process and contact information (Section 2.0 Electrical Service); Clarification of costs to Customer (Section 2.5 General Conditions for Services, A.3); Updated load reporting thresholds (Section 2.5 General Conditions for Services, D); Clarification of transformer ownership and management (Section 2.5 General Conditions for Services, E); Clarification of overhead service connections (Section 5.0 Single-Family Dwelling Units, Mobile Homes, and Duplexes); Removed language due to redundancy with Section 2.5 A.3 (Section 7.0 Residential Developments Primary Voltage System); Clarified Tacoma Power right under Washington State Law concerning Local Improvement Districts (Section 9.0 Overhead-to-Underground Conversion by L.I.D., H); Clarification of meter locations on structures (Section 13.0 Meters, A); Updated new or modified service fixed fees (Section 17.0 New or Modified Service Fees).

In response to a Board inquiry about outreach on this item, Mr. Edinger shared that customer feedback is always captured and considered. This information was also presented to the Master Builder's Association in October.

Voice vote taken and carried. The resolution was adopted.

Tacoma Water

C-8 Resolution U-11594 – Authorize Tacoma Water to enter into an agreement with Pierce County Department of Public Works to participate in a County Road Project 5763 122nd Ave East to lower an existing 24-inch water main in nine locations to accommodate Pierce County storm utility pipes

Board Member Gallagher recused herself from this item due to a work conflict and left the dais.

Ms. Claus-McGahan moved to adopt the resolution; seconded by Mr. Hampton.

Troy Saghafi, Professional Engineer, summarized the resolution. Tacoma Water is requesting to enter into an agreement with Pierce County Department of Public Works that coordinates Tacoma Water facility relocations associated with Pierce County's road project on 122nd Avenue East between 146th Street Court East and 136th Street East ("CRP 5763"), and along 144th Street East between 122nd Avenue East and 124th Avenue East. CRP 5763 expands portions of 122nd Ave. E. adding additional lanes, curbs, gutters, sidewalks, stormwater management, and street lighting and per Pierce County Ordinance No. 2015-38, Tacoma Water is required to adjust existing assets to accommodate proposed utility conflicts with Pierce County infrastructure. Tacoma Water has an existing 24-inch water main in the project area that will need to be relocated to avoid conflicts with proposed stormwater improvements and Tacoma Water has worked with Pierce County to limit conflicts as the existing main has substantial remaining life. The water main work will be limited to replacing section in conflict with the proposed stormwater pipe crossings. This agreement will allow Pierce County to incorporate Tacoma Water's construction requirements, bid items, and construction management for the relocation of the affected portions of Tacoma Water's 24-inch water main into Pierce County's project. Pierce County has completed design and will procure a contractor for the project in April of 2026. Tacoma Water is requesting to participate in their procurement and construction process by entering into a partnering agreement with Pierce County and Tacoma Water will pay for Tacoma Water specific bid items and will pay a small administrative fee to Pierce County for the construction administration. The estimated cost is \$565,326.00, plus a 15 percent contingency, for a cumulative total of \$650,124.90, plus applicable taxes. Partnering with Pierce County in this way reduces the impact to the community by reducing the number of construction projects in the roadway and reduces the overall costs to ratepayers and taxpayers.

In response to a Board inquiry regarding project engineering, Mr. Saghafi explained that Water's pipes are in conflict with the County's pipes, so they need to be moved underneath. A franchise agreement is in place. The pressure loss is going to be negligible and there are no changes expected in transmission capacity. Water Superintendent Burchard-Juarez added that the difference between the two infrastructures is that storm drains flow by gravity whereas water lines flow via pressure and can be moved around easier.

Voice vote taken and carried. The resolution was adopted.

D. Final Board Comments

There were no final Board comments.

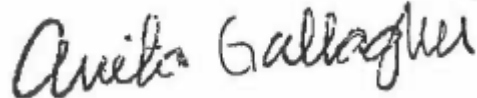
E. Adjournment

There being no further business or comments, the Public Utility Board meeting was adjourned at 6:57 p.m. until Wednesday, March 25, 2026 for a 3:00 p.m. study session followed by a 6:30 p.m. regular meeting.

Approved:

A handwritten signature in blue ink, appearing to read "John O'Loughlin".

John O'Loughlin, Chair

A handwritten signature in black ink, appearing to read "Anita Gallagher".

Anita Gallagher, Secretary