

**MINUTES OF THE REGULAR MEETING OF APRIL 14, 2020**  
**OF**  
**PUBLIC UTILITY DISTRICT NO. 1**  
**OF**  
**THURSTON COUNTY, WASHINGTON**

The first regular meeting for April 2020 of the Commissioners of Public Utility District No. 1 of Thurston County was called to order on Tuesday, April 14, 2020, commencing at 5:11 p.m. Commissioners Russell E. Olsen, Linda Oosterman, and Chris Stearns were present for the meeting via the teleconference 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)
- Ruth Clemens, Administrative Services Manager (ASM)
- TaSeana Tartt, Finance and Customer Service Manager (FCSM)
- Joe Rehberger, Chief Legal Counsel
- Kurin Miller, Clerk to the Board

**Call to Order:** Commissioner Olsen called the regular meeting to order at 5:11 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: March 24, 2020

Prequalification of Contractors: None

SMA Contracts: None

Correspondence: None

Voucher Approval:

- 1) Accounts Payables: March 27, 2020, April 1, 2020, April 8, 2020
- 2) Payroll: April 6, 2020

Other:

- 1) WPUA Virtual Meeting Conference Call – April 15<sup>th</sup> - April 17<sup>th</sup>, 2020
- 2) Resolution 20-11, Well Drilling Contract – Knowles Road
- 3) Resolution 20-16, Conservation Measures for 2020

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

**Public Comments:** None

**Information or Discussion of Operations/Policy Issues:**

**Continuing Update – District Response to Coronavirus, COVID-19 Threat**

ASM Clemens gave an update on emergency management and operations during this time in response to the COVID-19 situation. Commissioner Olsen asked about the financial impact of this situation to

customers and other PUDs. AGM Parker addressed this question and updated the Board on the costs associated with this situation so far.

**Discussion – PUD Commission Strategic Planning Meeting at WPUDA, May 8, 2020**

GM Weidenfeller updated the Board on the Strategic Planning Meeting – the venue scheduled for this meeting is no longer available. Commissioner Oosterman suggested that the meeting be put on hold. However, Commissioner Olsen suggested that instead of cancelling the meeting, the meeting be held via Zoom teleconference and the purpose changed to COVID-19 matters.

Commissioner Stearns asked if any complaints have been received from customers due to the restrictions posed because of COVID-19. AGM Parker addressed the Commissioner's question. Commissioner Stearns also asked if Commissioner Olsen has received any information on the Western Pact between Washington, Oregon, and California. Commissioner Olsen spoke more in depth on this matter.

**Discussion – 2020 Audit Schedule**

AGM Parker gave an overview of the 2020 audit schedule; she requested a Commission assigned to the audit committee. The Board discussed the Commissioner assigned to the audit committee for 2019. Commissioner Olsen volunteered to be the audit committee's point of contact for the Board for the 2020 audit.

**Action /Approval Item(s):** None

**Commissioner Signatures/Break:** Since the meeting was held via teleconference, there were no physical documents to sign.

**Presentations:**

GM Weidenfeller reported that the Special Meeting scheduled on April 23, 2020 has been cancelled. Commissioner Stearns asked about the County's schedule; GM Weidenfeller addressed the Commissioner's question.

AGM Parker had nothing to add to the report she provided. She gave a brief update on her recent work. DFO Campbell also gave a brief update on his recent work with the field crew. Commissioner Olsen asked about personal protective equipment (PPE) and other supplies required for the field crew; DFO Campbell addressed this question and Commissioner Stearn's question about employee morale. DPC Gubbe had nothing to add to the report she provided, but she gave an update on her work with her team.

ASM Clemens reported on federal law regarding administrative and medical leave. She will be sending an update to employees on what leave is available at this time. After Commissioner Stearns asked about the requirements, the ASM gave an update on the leave available and her work with the District's personnel/HR attorney.

**Commissioner Topics, Discussions and Reports:**

Commissioner Stearns attended the recent Thurston Regional Planning Council (TRPC) via Zoom teleconference; the main topic at the meeting was transportation. He also attended the Water Resources Advisory Committee (WRAC) meeting where an update was given about legal matters. He spoke more in depth about these matters. The Commissioner also spoke with the TRPC Director before the last TRPC meeting; he spoke about concerns from a personal perspective, not as a Board representative.

Earlier in the meeting, Commissioner Oosterman reported that she's been having computer issues. The Commissioner has found it helpful to watch the Thurston County Commission meetings; she asked if it might be something to add to the Board's assignments.

Commissioner Olsen reported that he's been checking in with GM Weidenfeller on a constant basis. He reported on the COVID-19 situation, including information on initial impacts to the budget. Commissioner Oosterman asked about "flattening the curve," and the Board discussed this further.

**At 5:53 p.m., Commissioner Olsen announced that the Board would enter an Executive Session to discuss 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, as authorized by RCW 42.30.110 (1)(b), until 6:15 p.m. At 6:15 p.m., it was announced that the Executive Session would be extended until 6:20 p.m. At 6:20 p.m., it was announced that the Executive Session would be extended until 6:35 p.m. At 6:35 p.m., it was announced that the Executive Session would be extended until 6:45 p.m. At 6:45 p.m., the Executive Session was concluded, and the regular meeting resumed. No decisions were made by the Board during the Executive Session.**

**Adjournment: Commissioner Stearns made a motion to adjourn the meeting; Commissioner Oosterman seconded the motion; the motion passed with all in favor. The meeting was adjourned at 6:45 p.m.**

**Assignments:**

- 1) Update the advertisement for the Strategic Planning Session on May 8, 2020 – the meeting will now be classified as a special meeting held via Zoom teleconference to discuss the COVID-19 situation.

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Russell E. Olsen, Commissioner and President

Attest:

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Chris Stearns, Commissioner and Secretary