

MINUTES OF THE REGULAR MEETING OF APRIL 28, 2020
OF
PUBLIC UTILITY DISTRICT NO. 1
OF
THURSTON COUNTY, WASHINGTON

The second regular meeting for April 2020 of the Commissioners of Public Utility District No. 1 of Thurston County was called to order on Tuesday, April 28, 2020, commencing at 5:03 p.m. Commissioners Russell E. Olsen, Linda Oosterman, and Chris Stearns were present for the teleconference meeting 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)
- Kurin Miller, Clerk to the Board

Call to Order: Commissioner Olsen called the regular meeting to order at 5:03 p.m. The Pledge of Allegiance was recited.

Approval of Agenda: Commissioner Stearns made a motion to amend the agenda to table the Governance Policy Update item until the next Commission meeting; Commissioner Oosterman seconded the motion; the motion passed with all in favor. Commissioner Stearns made a motion to approve the agenda as amended; Commissioner Oosterman seconded the motion; the motion passed with all in favor.

Consent Calendar:

Approval of Minutes: April 14, 2020, April 21, 2020

Prequalification of Contractors: None

SMA Contracts: None

Correspondence: None

Voucher Approval:

- 1) Accounts Payables: April 17, 2020, April 23, 2020
- 2) Payroll: April 20, 2020

Other:

- 1) Resolution 20-17, Legal Services Contract Amendment
- 2) Resolution 20-18, Engineering Service – ROM Upgrade

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 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. GM Weidenfeller added to the update. Commissioner Olsen gave an update on COVID-19 at the state-level and returning to normal operations.

1st Quarter 2020 Strategic Plan Performance Measures Report Update

AGM Parker presented updates to the Strategic Plan Performance Measures Report for the first quarter of 2020. The Commissioners and AGM Parker discussed an unusual customer complaint the District received during the last quarter. DPC Gubbe spoke to changes she made to the compliance section of the report. Commissioner Stearns spoke about information he forwarded to AGM Parker on restoration projects.

Special Meetings – Check-Ins on Zoom, 1st and 3rd Tuesdays at 5:00 p.m.

Commissioner Olsen recapped the meeting schedule for the next few months. The Board will keep their regular meetings on the 2nd and 4th Tuesday of each month and have implemented special meetings on the 1st and 3rd Tuesdays of each month through August. GM Weidenfeller noted that the agenda for the special meetings will consist of a consent calendar, COVID-19 update, the General Manager/staff report, and the Commissioner reports and an Executive Session. Commissioners were asked to provide a agenda items by Wednesday of the week before each special meeting.

Commissioner Olsen addressed the topic of holding a Strategic Planning Session. The Board agreed to postpone the Strategic Planning Session until a later time; the Strategic Planning Session was previously scheduled for May 8, 2020. Commissioner Olsen asked about holding the special meeting with the Thurston County Commissioners on June 4, 2020 via Zoom – the Board agreed that this meeting format would suffice.

Action /Approval Item(s): None

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

Presentations:

Commissioner Olsen asked about Commissioner timesheets. AGM Parker asked that the Board email her with their timesheet information. Commissioner Oosterman spoke about claiming meetings on her timesheet; AGM Parker, GM Weidenfeller, and Commissioner Stearns addressed this matter in greater detail.

GM Weidenfeller submitted a written report. He also reported that the Thurston County Commissioners adopted the new County Development Code, but the utility setbacks proposed by the District were not included. GM Weidenfeller recapped the utility setback issue to the Board. AGM Parker relayed her experience with this matter.

FCSM Tartt spoke very briefly on financial data. Commissioner Olsen asked about the Forecast 5 contract; FCSM Tartt gave an update on this matter.

Commissioner Topics, Discussions and Reports:

Commissioner Olsen recently spoke with the URAC Chair and updated him on recent District happenings; he spoke about the URAC and follow up planned for that group.

Commissioner Stearns explained that he's received several questions about transparency, so he wanted to follow up about transparency with the URAC Group. The Commissioner spoke with the newest member of the URAC, and he recounted his conversation with this member. Commissioner Stearns recently attended the Chehalis Basin Partnership meeting; he spoke about the habitat presentation and other topics from that meeting.

Commissioner Oosterman received an invitation for an emergency management conference call scheduled for May 13, 2020; she will forward the information to the GM for distribution to Commissioners and staff. The Commissioner asked about Wi-Fi coverage for other meeting attendees; Commissioner Olsen and Commissioner Stearns spoke about this topic.

At 5:52 p.m., Commissioner Olsen announced that the Board would enter an Executive Session 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, as authorized by RCW 42.30.110 (1)(b), until 6:00 p.m. At 6:00 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 Oosterman made a motion to adjourn the meeting; Commissioner Stearns seconded the motion; the motion passed with all in favor. The meeting was adjourned at 6:00 p.m.

Assignments:

- 1) Schedule a discussion item on the Commission meeting agenda on May 12, 2020 for Governance Policy Updates.
- 2) Advertise for special meetings (Commissioner Workshops) on the 1st and 3rd Tuesdays of each month through August 2020.
- 3) Cancel the advertisement for the Strategic Planning Session on May 8, 2020.

- 4) Send special meeting agenda items to AGM Parker or GM Weidenfeller by Wednesday of the week before any special meetings.
- 5) Contact the Thurston County Commissioners to inquire about meeting via Zoom on June 4, 2020.
- 6) Contact Commissioner Olsen to help with resetting the security password for the Commissioner's District account.
- 7) Follow up with the Thurston County Commissioner's Office regarding utility setbacks.

Russell E. Olsen, Commissioner and President

Attest:

Chris Stearns, Commissioner and Secretary