

MINUTES OF THE REGULAR MEETING OF MAY 12, 2020
OF
PUBLIC UTILITY DISTRICT NO. 1
OF
THURSTON COUNTY, WASHINGTON

The first regular meeting for May 2020 of the Commissioners of Public Utility District No. 1 of Thurston County was called to order on Tuesday, May 12, 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 on the agenda. Commissioner Oosterman seconded the motion; the motion passed with all in favor. Commissioner Oosterman made a motion to approve the agenda as amended; Commissioner Stearns seconded the motion; the motion passed with all in favor.

Consent Calendar:

Approval of Minutes: April 28, 2020, May 5, 2020

Prequalification of Contractors: None

SMA Contracts: None

Correspondence: None

Voucher Approval:

- 1) Accounts Payables: April 29, 2020, May 6, 2020
- 2) Payroll: May 5, 2020

Other: None

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. Commissioner Oosterman asked about the URAC group. FCSM Tartt gave a financial update on this topic. Commissioner Olsen asked about budgeted revenue.

2021 Budget Process Overview

AGM Parker presented a timeline on the 2021 Budget process based on an earlier approval date. Commissioner Olsen suggested that the timeline be amended so that advertisement for the Public Hearings doesn't fall on the same week as the 4th of July holiday. Commissioner Oosterman asked about the expedited timeline discussion. The Board and GM Weidenfeller discussed this matter in greater detail.

Discussion – Preliminary 2021 Budget Priorities

AGM Parker asked for budget priorities or suggestions from the Board. GM Weidenfeller spoke to the 2021 Budget. Commissioner Olsen asked to look at budget priorities where the District could gain efficiencies; Commissioner Oosterman asked staff to rank the proposed projects/priorities ranked by need. Commissioner Olsen also spoke about a two-part budget process to include multiple reviews and engagement opportunities with the public. Commissioner Oosterman expanded on this idea. Commissioner Stearns also spoke to this idea; he asked that there be a placeholder in the budget for new utility service. Commissioner Olsen asked that Commissioner Stearns identify what new utility service he would like as a place holder.

Action /Approval Item(s):

Additional Funding Request for Legal Services and Financial Model Analysis

AGM Parker explained that at the last Commissioner Workshop there were several costs identified to be paid out of the General Fund; she is asking for approval from the Board to cover these costs which include acquisition costs. Commissioner Stearns asked if the proposed acquisitions are be handled in a way that is cost-effective; GM Weidenfeller addressed the Commissioner's question.

Commissioner Signatures/Break: Since the meeting was held via teleconference, there were no physical documents to sign. The Commissioners and AGM Parker discussed the status on signatures for the meeting minutes and other documents.

Presentations:

All staff members present submitted reports, but staff had no additional items to present except for DPC Gubbe. She reported on some updates for well-drilling projects and construction challenges due to COVID-19; she also reported on her work with the Water System Plan Part A updates.

Commissioner Olsen asked DPC Gubbe about a well-drilling waiver. He will follow up with the DPC and the GM about this issue. Commissioner Stearns asked about updating the small works roster. DPC Gubbe addressed the Commissioner's question. Commissioner Oosterman asked GM Weidenfeller about following up with Thurston County about utility setbacks; GM Weidenfeller will follow up with the County Manager and forward this information to the Board.

Commissioner Topics, Discussions and Reports:

Commissioner Stearns reported that he recently attended a Water Trust meeting as well as a Water Resources Advisory Committee (WRAC) meeting. He reported on the updates discussed at those meetings. The Commissioner also attended a Chehalis Basin Board meeting.

Commissioner Oosterman reported on her computer access; she discussed computer updates with staff. She also asked the Board about speaking on personal opinions and views versus speaking as a Commissioner for the District, especially regarding situations related to the COVID-19 crisis. GM Weidenfeller sent the Commissioner information on this subject, and she posed several questions to the Board. The Board discussed this matter in greater detail.

Commissioner Olsen reported on his work with the GM regarding the Open Public Meetings Act (OPMA) and the Governor's recent proclamation related to COVID-19. He addressed his concerns about the proclamation and the effects that proclamation has on the State's and the District's ability to do business. He asked staff to work with legal counsel on this issue, especially regarding the upcoming 2021 Budget process and public engagement. The Board discussed this matter in greater detail with GM Weidenfeller. The Commissioner also reported on his work with the URAC group.

At 6:17 p.m., Commissioner Olsen announced that the Board would enter an Executive Session for 33 minutes 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), and to review the performance of a public employee, as authorized by RCW 42.30.110 (1)(g), until 6:50 p.m. At 6:50 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 6:50 p.m.

Assignments:

- 1) Forward the agenda for the next URAC meeting to the Board of Commissioners.
- 2) AGM Parker will reconfigure the 2021 Budget timeline to amend the advertisement schedule so that it doesn't fall on the weekend prior to the 4th of July holiday.
- 3) The budget will be presented with two options for adoption and with a list of priorities for funding.
- 4) Schedule a discussion item at the Commissioner Workshop on Tuesday, May 19, 2020 to include the 2021 Budget process overview.
- 5) Commissioner Olsen requested staff look at greater efficiencies when preparing the budget.
- 6) Per Commissioner Oosterman's request, include a ranking of needs for the 2021 Budget priorities.
- 7) Commissioner Stearns requested that a 2021 Budget placeholder for new utility service be included in the budget and he was asked to identify the new utility service.

- 8) Follow up with the Thurston County Manager regarding utility setbacks and provide information to the PUD Commissioners.
- 9) The GM will discuss the open public meeting act requirements, given the Governor's COVID-19 requirements with legal counsel.
- 10) Schedule weekly software center checks to notify the Board of any pending computer updates.

Russell E. Olsen, Commissioner and President

Attest:

Chris Stearns, Commissioner and Secretary