

**MINUTES OF THE REGULAR MEETING OF MAY 26, 2020**  
**OF**  
**PUBLIC UTILITY DISTRICT NO. 1**  
**OF**  
**THURSTON COUNTY, WASHINGTON**

The second regular meeting for May 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)
- 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, 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 approve the agenda as presented: Commissioner Oosterman seconded the motion; the motion passed with all in favor.**

**Consent Calendar:**

Approval of Minutes: May 12, 2020, May 19, 2020

Prequalification of Contractors: None

SMA Contracts: None

Correspondence: None

Voucher Approval:

- 1) Accounts Payables: May 13, 2020, May 21, 2020
- 2) Payroll: May 20, 2020

Other:

- 1) Resolution 20-19, Sward/Platt DWSRF Loan 2020
- 2) Cancel Employee Picnic on July 10<sup>th</sup>
- 3) Resolution 20-21, Strategic Plan Update 2020

**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**

GM Weidenfeller reported on phased plans adopted due to COVID-19. FCSM Tartt gave updates on billed revenue, cash flow, and expenses related to the pandemic. The Commissioners and staff discussed these topics in greater detail.

**Discussion – Preliminary 2021 Budget Priorities**

GM Weidenfeller asked for priorities from the Board for the 2021 Budget process. Commissioners Stearns asked for a line item to include funds for sustainability purposes, specifically to reduce the District's electricity bills.

**1<sup>st</sup> Reading – Resolution 20-20, Water Policy Manual Update**

GM Weidenfeller presented this resolution which introduces several updates to the District's water policy manual. DPC Gubbe also spoke to the proposed changes to the manual. Commissioner Stearns asked about the fee/billing schedule. and Commissioners and staff discussed this topic in greater detail.

Commissioner Olsen asked about increased contract prices due to COVID-19; he also asked if contractors are submitting COVID-19 plans to the District. DPC Gubbe addressed these questions.

**Discussion – Meeting with Thurston County Commissioners on June 4<sup>th</sup>**

GM Weidenfeller gave an update on the meeting scheduled with the Thurston County Commissioners on June 4, 2020. He also gave a presentation on the District's Memorandum of Understanding (MOU) with Thurston County. Commissioner Oosterman asked about Thurston County representation at the District's water purveyor technical group meetings. GM Weidenfeller addressed the Commissioner's question. The Board discussed the June 4, 2020 meeting and Thurston County in greater detail.

**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 and AGM Parker submitted written reports, but he had no additional information to add. FCSM Tartt also submitted a written report, but she had no additional information to add.

DPC Gubbe submitted a written report, but she spoke about required repairs for a Tanglewilde-Thompson Place water system well pump. DFO Campbell also submitted a written report; he addressed the work completed at the Knowles Road water system. Commissioner Oosterman asked a question about well depth at this system, and the DFO addressed her question.

**Commissioner Topics, Discussions and Reports:**

Commissioner Olsen reported the evolving requirements surrounding COVID-19, phases for reopening, the work regarding Open Public Meetings Act (OPMA), and personal time he's taken recently.

Commissioner Oosterman spoke about her connectivity issues. She asked Commissioner Olsen about public meetings; the Commissioners spoke more in detail about this topic. Commissioner Oosterman also spoke about state-level information related COVID-19 reopening.

Commissioner Stearns reported on a Department of Ecology Water Resources Program meeting he recently attended where the Washington Water Trust was discussed.

An Executive Session was listed on the agenda – since no additional information was available to report to the Board, Commissioner Olsen declined to initiate the Executive Session, and the Board voted to adjourn.

**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 6:02 p.m.**

**Assignments:**

- 1) Cancel the advertisement for the District's employee picnic scheduled for July 10, 2020.
- 2) Create a line item for the 2021 Budget to include funds for sustainability.
- 3) Follow up with the Thurston County Manager to inquire whether the June 4, 2020 meeting will be held virtually.
- 4) Advertise for the June 4, 2020 meeting with the Thurston County Commissioners.

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Russell E. Olsen, Commissioner and President

Attest:

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Chris Stearns, Commissioner and Secretary