

**MINUTES OF THE SPECIAL MEETING OF JUNE 9, 2020
OF
PUBLIC UTILITY DISTRICT NO. 1
OF
THURSTON COUNTY, WASHINGTON**

The first regular meeting for June 2020 of the Commissioners of Public Utility District No. 1 of Thurston County was called to order on Tuesday, June 9, 2020, commencing at 5:00 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)
- 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 special meeting to order at 5:00 p.m. The Pledge of Allegiance was recited.

Approval of Agenda: Commissioner Stearns made a motion to amend the agenda as presented: 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: May 12, 2020 (Revised), May 26, 2020

Prequalification of Contractors: None

SMA Contracts: None

Correspondence: None

Voucher Approval:

- 1) Accounts Payables: May 27, 2020, June 3, 2020
- 2) Payroll: June 5, 2020

Other: None

Approval of Consent Calendar: 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 operations, and she also addressed her work on a remote work needs assessment, workplace changes by the Governor's Office, hybrid phase work plans for Field Operations, administrative team operations, formalized operations training, public records, and the Open Public Meetings Act (OPMA) proclamation extensions. FCSM Tartt also gave an update on several topics including billing, accounts receivables (AR) aging, costs and expenses, and the District's deferred payment program. Commissioner Oosterman asked about customer payments for this program; FCSM Tartt addressed this question.

Discussion – Preliminary 2021 Budget Priorities

FCSM Tartt presented the 2021 Budget priorities mentioned by the Board during prior meetings. Commissioner Stearns asked for an annual budget line item to fund projects to reduce energy use, specifically solar projects.

Discussion – 2021 Budget Process Overview

The process overview for the 2021 Budget was presented, and GM Weidenfeller asked the Board for any changes to the schedule. The Board discussed the budget process scheduling; scheduling related to COVID-19 was also discussed.

Discussion – Water System Plan

DPC Gubbe gave a brief overview of the Water System Plan and her work rewriting the plan. She also spoke to several elements that it encompasses like policies and procedures, cross-connection control, record keeping, financing, and other topics. Commissioner Stearns asked about how the plan relates to Group B water systems; he also asked about SMA systems. DPC Gubbe addressed the Commissioner's questions.

Discussion – Satellite Management Agency (SMA) Plan

DPC Gubbe gave a brief overview of the District's SMA Plan to include the elements that this plan encompasses. She also explained the changes made to this plan, including a passage titled, "A Day in the Life of the PUD."

Discussion – Water Shortage Response Plan

DPC Gubbe gave a brief overview of the District's Water Shortage Response Plan to include the elements that this plan encompasses. The Board and DPC Gubbe discussed these topics in greater detail.

Resolution 20-22, Financial Policies Update

FCSM Tartt presented this resolution, which proposes changes to the District's financial policies. FCSM Tartt and GM Weidenfeller went over the proposed changes which include updates to debt management.

Discussion – Governor's Proclamation 20-23 & COVID-19 Utility Customer Support Program Guidance

GM Weidenfeller gave an update on the Governor's recent proclamation regarding utility services and a mandated customer support program. Commissioner Oosterman asked for clarification about the recent proclamation, and both Commissioner Oosterman and Commissioner Olsen asked about the Utilities and Transportation Commission (UTC) involvement; ASM Clemens addressed the Commissioners' question. The Board discussed these matters with staff in greater detail as well a vote that Commissioner Stearns will be making at a Special WPUA Board meeting on Friday.

Action/Approval Items:

Resolution 20-20, Water Policy Manual Update

GM Weidenfeller asked the Board to table this resolution; it will be brought back at a later meeting. **Commissioner Oosterman made a motion to table Resolution 20-20 until a later meeting; Commissioner Stearns seconded the motion; the motion passed with all in favor.**

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

Presentations:

GM Weidenfeller submitted a written report; there was no additional information to add to this report. DPC Gubbe and DFO Campbell also submitted written reports; they had no additional information to report. Commissioner Oosterman asked DFO Campbell any unordinary field operations conditions that may be occurring; she also asked about the Knowles Road water system. The DFO addressed her questions.

Commissioner Topics, Discussions and Reports:

Due to a scheduling conflict, Commissioner Olsen asked to start the Commissioner Workshop on Tuesday, June 16, 2020 at 4:30 p.m. instead of 5:00 p.m. The Board agreed to amend the start time for that meeting. Commissioner Olsen also asked for a discussion on the June 4, 2020 meeting with the Thurston County Commissioners; the Board discussed the meeting in greater detail.

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

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 6:23 p.m.

Assignments:

- 1) Add a line item to the 2021 Budget as a place holder for funding to reduce energy costs, specifically solar projects, per Commissioner Stearns's request.
- 2) Schedule an agenda item for the Board to discuss items for the MOU with the Thurston County Board of County Commissioners
- 3) Advertise for the Commissioner Workshop time change at 4:30 p.m. on Tuesday, June 16, 2020. Update the 2020 Commission Calendar.
- 4) Resolution 20-20, Water Policy Manual Update was tabled and needs to be brought back to Board at a future meeting



Russell E. Olsen, Commissioner and President

Attest:


Chris Stearns, Commissioner and Secretary