

**MINUTES OF THE REGULAR MEETING OF JUNE 23, 2020
OF
PUBLIC UTILITY DISTRICT NO. 1
OF
THURSTON COUNTY, WASHINGTON**

The regular meeting for June 2020 of the Commissioners of Public Utility District No. 1 of Thurston County was called to order on Tuesday, June 23, 2020, commencing at 5:01 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 5:01 p.m. The Pledge of Allegiance was recited.

Due to connectivity issues, Commissioner Olsen declared a recess at 5:02 p.m. The regular meeting resumed at 5:13 p.m.

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: June 2, 2020, June 9, 2020

Prequalification of Contractors: None

SMA Contracts: None

Correspondence: None

Voucher Approval:

- 1) Accounts Payables: June 10, 2020, June 17, 2020
- 2) Payroll: June 19, 2020

Other:

- 1) Resolution 20-22, Financial Policies Update
- 2) Public Hearing for 2021 Budget – Set for July 21, 2020

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 spoke briefly about the findings of an employee needs assessment she conducted regarding working remotely on a long-term basis; she also spoke about working in phases. FCSM Tartt spoke briefly about customer payments and the deferred payment program.

Discussion – Strategic and Budget Priorities

AGM Parker and GM Weidenfeller identified two budget priorities that were previously requested by Commissioner Stearns. However, both priorities are not funded in the budget proposals presented by staff.

Discussion – Preliminary Budget Presentation

AGM Parker presented the 2021 Budget adoption timeline. She also presented the three budget options proposed: Option A – Fully Funded, Option B – Mission Critical, and Option C - Optional. Staff recommends adoption of the Option B budget. Each Commissioner asked questions regarding the 2021 Budget and the options proposed by staff; Commissioners and staff discussed this topic at length.

Discussion – Public Hearings/Public Meetings on the 2021 Budget, Rates, Fees, Charges and Surcharges

AGM Parker confirmed the dates for the Public Meeting on July 16, 2020 and the Public Hearing on July 21, 2020. Per Board instruction, the start times for these meetings will be 7:00 p.m. to allow for more public participation.

1st Reading – Resolution 20-23, Low Income Assistance Policy Update

AGM Parker introduced Resolution 20-23. Several modifications to this policy are proposed, including using program funds to help customers financially affected by COVID-19. The Board and staff discussed this topic in greater detail.

1st Reading – Resolution 20-24, Construction Contract for Metering Vineyard Water System

DPC Gubbe introduced Resolution 20-24. The DPC gave a background on the Vineyard water system and detailed the work to be completed for the system per the construction contract listed in this resolution.

Discussion and Decision Paper – Seismic Valves and Water Trees

GM Weidenfeller gave an overview of the seismic valve and water tree research that staff completed earlier in the year. Staff would like to make a budget amendment to 1) install seismic valves at the Tanglewilde-Thompson Place and Meadows water systems, and 2) install water trees over the next couple of years. Commissioner Oosterman asked a question about these proposed projects; GM Weidenfeller addressed her question. The Board approved these projects going forward.

Action/Approval Items:

Resolution 20-20, Water Policy Manual Update

GM Weidenfeller thanked the staff members that completed the work for this resolution. **Commissioner Oosterman made a motion to approve Resolution 20-20 as presented: 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. However, Commissioner Olsen declared a recess at 6:05 p.m. The regular meeting resumed at 6:15 p.m.

Presentations:

GM Weidenfeller and DPC Gubbe presented information on easements and proposed reservoir placement for the ongoing multi-system consolidation project in Thurston County. The Board and staff discussed this topic in greater detail.

DFO Campbell reported on a well pump repair that has been recently completed. Commissioner Stearns asked about the location of the water system for which the repair was completed and the chlorination situation at the Keanland Park water system; he also inquired about the progress of this year's audit. Staff addressed his questions. No other staff members had additional information to report.

Commissioner Topics, Discussions and Reports:

Commissioner Oosterman had no additional information to report.

Commissioner Stearns reported on a WPUDA Commissioner Roundtable meeting he recently attended.

Commissioner Olsen spoke about the financial implications due to COVID-19 among other governmental entities; he also addressed possible actions to deal with the COVID-19 crisis, like furloughs and special legislative sessions.

At 6:34 p.m., Commissioner Olsen announced that the Board would enter into 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 in accordance with RCW 42.30.110 (1)(b) for 16 minutes until 6:50 p.m. At 6:50 p.m., the Executive Session 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 6:50 p.m.

Assignments:

- 1) Schedule a 2021 Budget, Rates, Fees, Charges and Surcharges presentation for the URAC and solicit their feedback for the Board of Commissioners.
- 2) Present all three 2021 Budget options to the public during the July 16, 2020 Public Meeting.

- 3) Advertise for the Public Meeting on Thursday, July 16, 2020 and the Public Hearing on Tuesday, July 21, 2020. Both meetings will begin at 7:00 p.m.
- 4) Schedule a budget amendment resolution at a later meeting for the seismic valve and water tree projects. After these projects are complete, ensure the appropriate fire districts are notified, per Commissioner Stearns's request.



Russell E. Olsen, Commissioner and President

Attest:



Chris Stearns, Commissioner and Secretary