

**MINUTES OF THE REGULAR MEETING OF MARCH 24, 2020
OF
PUBLIC UTILITY DISTRICT NO. 1
OF
THURSTON COUNTY, WASHINGTON**

The second regular meeting for March 2020 of the Commissioners of Public Utility District No. 1 of Thurston County was called to order on Tuesday, March 24, 2020, commencing at 5:00 p.m. Commissioners Russell E. Olsen, Linda Oosterman, and Chris Stearns were present for the meeting via the Zoom teleconferencing system; Administrative Services Manager (ASM) Ruth Clemens moderated the meeting virtually. The following District employees were also present at the District's administrative office located at 1230 Ruddell Road SE, Lacey, WA 98503. All other staff members were excused from attending the meeting.

- John Weidenfeller, General Manager (GM)
- Kurin Miller, Clerk to the Board

Call to Order: Commissioner Olsen called the regular 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: March 10, 2020

Prequalification of Contractors: Associated Underwater Services

SMA Contracts: None

Correspondence: None

Voucher Approval:

- 1) Accounts Payables: March 13, 2020, March 19, 2020
- 2) Payroll: March 20, 2020

Other:

- 1) WPUDA Water Committee Meeting via Conference Call, March 26th – 9:00 a.m. to 11:30 a.m.
- 2) Resolution 20-12, Well Drilling Contract for the Loma Vista Water System
- 3) Resolution 20-13, Policies and Procedures (On-Call and Performance Evaluations)

Commissioner Stearns made a motion to approve the Consent Calendar as presented; Commissioner Oosterman seconded the motion; the motion passed with all in favor.

Public Comments:

No members of the public that attended via teleconference had any public comments. There were three members of the public present in the Zoom teleconference, although only one person spoke. Bob Neal with Thurston Community Media briefly introduced himself; he is attending to monitor how the District virtually copes with COVID-19 in terms of public meetings.

Information or Discussion of Operations/Policy Issues:

Discussion – Interview URAC Candidate Sonja Ping

Ms. Ping, a customer on the Loma Vista water system, introduced herself and gave information on her background. Each Commissioner addressed Ms. Ping. URAC expectations were discussed. **Commissioner Olsen made a motion to approve Sonja Ping as a URAC member: Commissioner Stearns seconded the motion; the motion passed with all in favor.**

Continuing Update – District Response to Coronavirus, COVID-19 Threat

GM Weidenfeller gave an update on the District's response to the COVID-19 pandemic including telecommuting, vendor suspensions, disinfection, and other matters. The Board discussed these matters with the GM in further detail.

1st Reading – Resolution 20-16, Conservation Measures for 2020

GM Weidenfeller introduced Resolution 20-16 regarding the proposed conservation measures for 2020. This resolution will be brought forward for approval at the next Commission meeting.

Set a Date for the Annual Picnic

GM Weidenfeller asked the Board to set a date for the 2020 picnic. Commissioner Oosterman and Commissioner Stearns both suggested the proposed date of Friday, July 10, 2020. The Board agreed to hold the picnic on July 10, 2020.

WPUDA Telecommunications Workshop in Spokane, May 13th to May 15th

Commissioner Stearns spoke to this item, as he requested it be placed on the agenda. He asked to attend this workshop along with any other Commissioner who'd like to attend; the other Commissioners agreed that Commissioner Stearns should attend this meeting. Staff will follow up with WPUDA as the dates get closer.

Action /Approval Item(s):

Resolution 20-15, Emergency Declaration

GM Weidenfeller briefly presented Resolution 20-15 which was created with the help of the District's legal Counsel. Commissioner Stearns asked for an overview of the changes in this resolution that differ from the GM's existing authority; GM Weidenfeller discussed past due fees, a state of emergency declaration, closure of the main office, teleconferencing, Board meetings, General Manager authority, and other matters. The Board and the GM discussed these matters in further detail. **Commissioner Oosterman made a motion to approve Resolution 20-15 as presented: Commissioner Stearns seconded the motion; the motion passed with all in favor.**

Commissioner Signatures/Break: Commissioner Olsen asked about signatures for Commission meeting items; GM Weidenfeller stated staff will follow-up with the Commissioner to discuss signature options going forward.

Presentations:

GM Weidenfeller submitted a written report. He also recently sent an e-mail to the Board regarding the Water Resource Inventory Area (WRIA) 11 Nisqually Planning Unit 2020 Streamflow Restoration Grant

applications, headed by the Nisqually Tribe. The Planning Unit requested the District's support on these grants. GM Weidenfeller detailed the seven projects to be funded by the grants, and he asked the Commissioners if they would consider lending the District's name in support of this grant application. After discussion, the Board approved supporting the grant application. The GM will follow-up with the WRIA 11 Planning Unit and let them know the Thurston PUD Commissioners unanimously supported the grant request.

GM Weidenfeller gave a brief overview of the finance report included in the agenda packet. Commissioner Oosterman asked about the timelines provided in DPC Gubbe's project report, specifically the Knowles Road and Forest Glen water systems projects. Commissioner Stearns also spoke to scheduled disruptions due to the COVID-19 pandemic. Commissioner Olsen asked about submitting timesheets to Accounting; the Commissioners and the GM spoke about electronic signatures.

Commissioner Topics, Discussions and Reports:

Commissioner Oosterman thanked GM Weidenfeller. She spoke about a governor on the news that recommended prohibiting any water service shut offs during this time.

Commissioner Stearns expressed appreciation for GM Weidenfeller; he also expressed appreciation in staff keeping up with Commission meetings.

Commissioner Olsen asked that GM Weidenfeller let the Board know if there's anything required from the Board to move forward during this difficult time. He stressed the need to take care of the employees and the customers.

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 6:04 p.m.

Assignments:

- 1) The GM will provide periodic updates to the Board on the District's response to the COVID-19 pandemic, per Commissioner Oosterman's request.
- 2) Staff will follow up with WPUDA about possible cancellation of the Telecommunications Workshop in May due to COVID-19.
- 3) The GM will follow-up with the requesting party and inform them the Board of Commissioners support the grant request application by submitted by the WRIA 11 Planning Unit.
- 4) Staff will follow-up with Commissioners about submitting timesheets and electronic signatures.



Russell E. Olsen, Commissioner and President

Attest:


Chris Stearns, Commissioner and Secretary