

**MINUTES OF THE REGULAR MEETING OF JULY 14, 2020  
OF  
PUBLIC UTILITY DISTRICT NO. 1  
OF  
THURSTON COUNTY, WASHINGTON**

The regular meeting for July 2020 of the Commissioners of Public Utility District No. 1 of Thurston County was called to order on Tuesday, July 14, 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)
- 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 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 to remove Resolution 20-24 from Action/Approval Items: 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: June 23, 2020

Prequalification of Contractors: None

SMA Contracts: None

Correspondence: None

Voucher Approval:

- 1) Accounts Payables: June 24, 2020, July 1, 2020, July 8, 2020
- 2) Payroll: July 6, 2020

Other:

- 1) Resolution 20-28, COVID-19 Utility Customer Support Program

**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 her work with emergency management and COVID-19; she spoke about several topics, including an employee needs assessment for working remotely, training and regulation compliance, operations purchases, and a vacation policy review. Commissioner Oosterman

spoke about employees and precautionary measures related to travel. ASM Clemens spoke more about this subject.

FCSM Tartt gave an updated summary on the District's accounts receivables, COVID-19-related expenses, and the new Customer Support Program. Commissioner Stearns asked about customer delinquencies; the FCSM addressed this question.

**Guidelines – July 21 Hearing on Budget, Rates, Fees, Charges and Surcharges**

GM Weidenfeller spoke to the guidelines proposed for the Public Hearing on July 21, 2020. ASM Clemens also addressed these guidelines. FCSM Tartt presented the Proposed 2021 Budget slideshow. There was a lengthy discussion regarding this subject.

**1<sup>st</sup> Reading – Resolution 20-25, Adoption of the 2021 Operating Budget**

AGM Parker briefly presented Resolution 20-25.

**1<sup>st</sup> Reading – Resolution 20-27, Adoption of the 2021 Rates, Fees, and Surcharges**

AGM Parker briefly presented Resolution 20-27. There will be a slight modification to this resolution before it's brought forward for approval at the July 28, 2020 Commission Meeting.

**1<sup>st</sup> Reading – Resolution 20-26, Adoption of the 2021 Capital Budget**

AGM Parker briefly presented Resolution 20-26. Commissioner Oosterman asked about Drinking Water State Revolving Fund (DWSRF) loan funds; Commissioner Stearns asked about increased debt service and Capital Budget grants. AGM Parker addressed these questions.

**Discussion – Rate Stabilization Briefing**

AGM Parker presented a briefing on revenues for this year – revenues are lower than predicted and may require a rate stabilization adjustment. However, the AGM will hold off on any adjustments to review consumption for the beginning of the summer season. The Commissioners spoke on this subject.

**Discussion – Per Diem Tracking**

Commissioner Stearns spoke about Commissioners' per diem tracking and suggested a change to the time tracking procedure. The Board reached a consensus to track time per Commissioner Stearns's suggestion.

**Action/Approval Items:**

**Resolution 20-23, Customer Support – Project Help Policy Update**

AGM Parker presented Resolution 20-23 which proposes changes to the District's Project Help Program. Commissioner Oosterman asked about program requirements. The Board and staff discussed this subject at length. **Commissioner Stearns made a motion to approve Resolution 20-23 as presented; Commissioner Oosterman 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 reported that he has not received any contact regarding a letter sent out to the Easter Day water system customers earlier in the month. Commissioner Stearns reported that he received positive feedback regarding this letter.

AGM Parker reported that staff will return a Public Works Trust Fund loan for decommissioning wells throughout the District's service area to prevent additional cost or cost pass-through to customers.

**Commissioner Topics, Discussions and Reports:**

Commissioner Olsen reported on the Utility Rate Advisory Committee (URAC) and the feedback received from this group. The Commissioner asked DFO Campbell to speak to the URAC's recent water system tour. He also reported on this year's audit status.

Commissioner Oosterman thanked Commissioner Olsen for his work with the URAC group; she asked the Commissioner about an extra Legislative Session, but no additional information is available on this subject – the Commissioners spoke about furloughs mandated for state employees. She will be attending a WPUA meeting later in the week. She also thanked staff for their work on the proposed budget.

Commissioner Stearns reported on three meetings he recently attended: the URAC water system tour, a Thurston Regional Planning Council (TRPC) meeting, and a Water Resources Advisory Committee (WRAC) meeting. He spoke about the topics discussed at these meetings.

**At 6:22 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 eight minutes until 6:30 p.m. At 6:30 p.m., the Executive Session 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 adjourned at 6:30 p.m.**

**Assignments:**

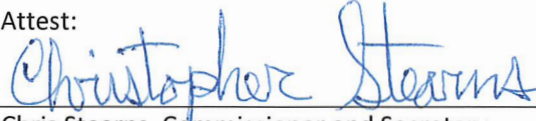
- 1) Post the District's Customer Support Program on the website.
- 2) Remove any elements from the July 21, 2020 Commissioner Workshop agenda that are not required except for the Public Hearing.
- 3) Clarify the Public Hearing guidelines and the 2021 Budget presentation based on the information received from the Board during this meeting.
- 4) Update the Commissioner Per Diem Form. Schedule a review during the August 4, 2020 Commissioner Workshop.



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Russell E. Olsen, Commissioner and President

Attest:



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Chris Stearns, Commissioner and Secretary