

**MINUTES OF THE REGULAR MEETING OF JULY 28, 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 28, 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 Oosterman made a motion to approve the agenda as presented; Commissioner Stearns seconded the motion; the motion passed with all in favor.

Consent Calendar:

Approval of Minutes: July 7, 2020, July 14, 2020

Prequalification of Contractors: None

SMA Contracts: None

Correspondence: None

Voucher Approval:

- 1) Accounts Payables: July 15, 2020, July 22, 2020
- 2) Payroll: July 20, 2020

Other: Resolution 20-29, Employee Performance Evaluation

Approval of Consent Calendar: 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: None

Information or Discussion of Operations/Policy Issues:

Discussion of Public Comment Received for 2021 Proposed Budget, Rates, Fees, Charges, and Surcharges

No written comments were received from the public regarding the proposed 2021 Budget, Rates, Fees, Charges, and Surcharges as confirmed by GM Weidenfeller and the Clerk to the Board.

Action/Approval Items:

Resolution 20-25, Adoption of the 2021 Operating Budget

Commissioner Stearns made a comment that other PUDs have made larger rate increases; the Commissioner has spoken with other PUD Commissioners around the state. **Commissioner Oosterman made a motion to approve Resolution 20-25 as presented: Commissioner Stearns seconded the motion; the motion passed with all in favor.**

Resolution 20-27, Adoption of the 2021 Rates, Fees, Charges and Surcharges

Commissioner Stearns made a motion to approve Resolution 20-27 as presented: Commissioner Oosterman seconded the motion; the motion passed with all in favor.

Resolution 20-26, Adoption of the 2021 Capital Budget

Commissioner Oosterman made a motion to approve Resolution 20-26 as presented: Commissioner Stearns seconded the motion; the motion passed with all in favor.

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 Customer Service software testing, reviewing hardware needs, CPR training, and updated vacation leave procedures. Commissioner Olsen asked about employee feedback on these updated vacation leave procedures; Commissioner Oosterman asked about accruing vacation leave and possible burdens on other staff. Commissioner Stearns voiced a concern about filling open positions during the pandemic. Staff and Commissioner Olsen addressed these questions.

FCSM Tartt gave an updated summary on the District's accounts receivables, COVID-19-related expenses, cash flow, and customers that have requested a deferred payment arrangement. Commissioner Stearns asked about past due fee collection; Commissioner Olsen asked about past due fees in the current budget. Staff addressed these questions.

2nd Quarter 2020 Strategic Plan Performance Measures Report Update

AGM Parker presented the 2nd quarter update for the Strategic Plan Performance Measures Report. The Board and staff discussed several different topics at length during the presentation.

1st Reading – Resolution 20-30, Approval to Carryover Accrued Vacation Leave Balances

GM Weidenfeller presented this resolution which proposes a carryover of vacation leave accruals until the end of 2022. The GM gave information on the current vacation leave policy, and he detailed the important aspects of this resolution. Commissioner Stearns spoke about information he recently received on the COVID-19 vaccine. Commissioner Oosterman asked about vacation leave and burdens on staff during vacation leave taken; GM Weidenfeller and ASM Clemens addressed this question.

Customer Support Plan – Post August 1, 2020

FCSM Tartt presented the proposed Customer Support Plan regarding the Governor's proclamation on prohibiting utility disconnections and past due fees. A timeline was proposed, however if the Governor's proclamation is extended, the dates will be amended.

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

Presentations:

ASM Clemens was contacted by the Keanland Park HOA Board; staff will be meeting with Keanland Park residents via Zoom regarding the questions they have about their reservoir and conservation for that water system. Staff and the Commissioners spoke at length about this topic.

DPC Gubbe reported that she received an amended contract from the Department of Health (DOH) on the Thurston County consolidation project; previously, the District would be receiving 50 percent forgiveness on the loan for this project, but DOH is now providing 100 percent loan forgiveness.

ASM Clemens spoke with an Easter Day water system customer regarding PFAS/PFOA. ASM Clemens directed the customer to additional information on in-home treatment options.

Commissioner Topics, Discussions and Reports:

Earlier in the meeting, each Commissioner thanked staff for their work on the 2021 Budget as well as Rates, Fees, Charges, and Surcharges.

Commissioner Stearns reported on the meetings he's recently attended including WPUDA Board Meetings, the Washington Water Trust, and the Chehalis Basin Partnership. He also reported on upcoming meetings.

Commissioner Olsen reported on his work outside of the District as well as the challenges posed by the COVID-19 pandemic. Commissioner Stearns posed a question to Commissioner Olsen which was discussed.

Commissioner Oosterman reported that the Tumwater Fire Chief is retiring so she will need to get in contact with someone else about water trees. She also reported on her contact with Representative Boehnke; the Commissioner was asked to testify on her experience in running for Commissioner. The Board spoke at length about this topic.

At 6:55 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 ten minutes until 7:05 p.m. At 7:05 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 7:06 p.m.

Assignments:

- 1) Update the Strategic Plan Performance Measures Report so that the Customer Satisfaction Survey is implemented in 2021.
- 2) Update the Strategic Plan Performance Measures Report to add the URAC group and meetings as part of customer outreach.
- 3) Update the Strategic Plan Performance Measures Report to add the comprehensive Financial Plan.
- 4) Update the Strategic Plan Performance Measures Report to remove the District's five-year metering plan.
- 5) Update the Strategic Plan Performance Measures Report to add URAC group lead to his designations.
- 6) Bring forward information to a Commission Meeting in September regarding the new financial dashboard.



Russell E. Olsen, Commissioner and President

Attest:



Chris Stearns, Commissioner and Secretary