

**MINUTES OF THE REGULAR MEETING OF AUGUST 25, 2020
OF
PUBLIC UTILITY DISTRICT NO. 1
OF
THURSTON COUNTY, WASHINGTON**

The regular meeting for August 2020 of the Commissioners of Public Utility District No. 1 of Thurston County was called to order on Tuesday, August 25, 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)
- 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 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: August 4, 2020, August 11, 2020

Prequalification of Contractors: None

SMA Contracts: None

Correspondence: None

Voucher Approval:

- 1) Accounts Payables: August 12, 2020, August 19, 2020
- 2) Payroll: August 20, 2020

Other:

- 1) DWSRF Distribution Mainline Loan Application – Glen Alder
- 2) DWSRF Distribution Mainline Loan Application – Country Club Estates

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:

No members of the public were present.

Information or Discussion of Operations/Policy Issues:

Presentation – Chehalis Basin Streamflow Restoration Presentation, Chehalis Basin Partnership (WRIA 22 and WRIA 23)

Cynthia Carlstad presented the Chehalis Basin Streamflow Restoration Plan. Commissioner Olsen asked about the Department of Ecology's involvement with this plan; Commissioner Stearns asked several questions about the plan. Ms. Carlstad addressed these questions. The Commissioners and GM Weidenfeller discussed this matter further with Ms. Carlstad.

Update – District Response to COVID-19 Pandemic

ASM Clemens reported on several topics related to the COVID-19 pandemic, including decisions made by local school districts regarding virtual and in-class learning, transitioning employees to work remotely on a long-term basis, and software licenses related to the District's phone system.

AGM Parker reported on customer billing, accounts receivables, and expenses related to COVID-19. GM Weidenfeller spoke about funding through the CARES Act and the Community Development Block Grant (CDBG); the GM will work with Commissioner Olsen to explore the opportunity to petition the Thurston County Commissioners for CARES Act and CDBG funding. Commissioner Stearns asked about customer delinquencies and their effect on the District's credit rating. AGM Parker addressed the Commissioner's question.

Discussion – Workshop Meetings through December 2020

Commissioner Olsen gave an update on his schedule through the end of the year. The Board authorized special meetings (Commissioner Workshops) on the 1st and the 3rd Tuesdays of each month through December 2020. Commissioner Oosterman spoke about the Board's Strategic Planning Session; Commissioner Stearns requested a water system tour and the GM said that he should contact the DFO if he would like to see more water systems and they could meet at the water systems and maintain social distancing. The Board and GM Weidenfeller discussed these matters in further detail.

Discussion – Optional Payroll Tax Deferral

AGM Parker presented information on the optional payroll tax deferral option provided by the CARES Act; she also spoke to the Presidential Memorandum on payroll tax deferral issued earlier in the month. Staff recommends that the District does not participate in the deferral of payroll taxes, both for employer and employee portions of payroll taxes except in special circumstances of employee financial hardship. The Commissioners agreed with staff's recommendations.

Action/Approval Item(s):

There were no action items for approval by the Board.

Commissioner Signatures/Break:

There were no physical documents to sign.

Presentations:

AGM Parker gave an update related to Public Utility Risk Management Services (PURMS). PURMS is considering switching health insurance contractor; a 30 percent cost savings is anticipated due to the

switch, and current health providers will be covered by the new contractor through 2021. The AGM also reported that she's been in contact with the customer on the Tanglewilde-Thompson Place water system that recently repaired a very large leak. Staff is working with this customer to make arrangements for the large balance due on their account caused by the leak.

DPC Gubbe reported on ongoing acquisitions and the Drinking Water State Revolving Fund (DWSRF) loans for the water systems to be acquired. She also spoke about the Thurston County Consolidation Project, water treatment for the Talcott Ridge water system, water treatment for the Ridgewood water system, leak loss at the Timberline Village water system, and an upcoming water treatment project for the Meadows water system.

ASM Clemens reported on an upcoming meeting with Keanland Park water system community members and staff. She also spoke about flu shots. Commissioner Stearns asked a question about leaks. DFO Campbell addressed the Commissioner's question.

Commissioner Topics, Discussions and Reports:

Commissioner Stearns reported on upcoming meetings for the Chehalis Basin Partnership and WPUDA. He also spoke about a thank you gesture for John Kounts. The Commissioner encouraged other Commissioners and staff to attend an upcoming workshop on dropping water tables at the WPUDA Water Workshop. Commissioner Stearns also spoke about the Utility Rate Advisory Committee (URAC) and water trees.

Commissioner Oosterman asked about registration for upcoming events and workshops. ASM Clemens addressed this question. The Commissioner reported on an upcoming emergency management meeting.

Commissioner Olsen asked AGM Parker about potential dates for a meeting with the Auditor. The Commissioner and AGM Parker discussed this topic further. Commissioner Olsen also asked about the Nisqually Highlands water system; GM Weidenfeller addressed this question.

An Executive Session was listed on the agenda but was not needed, and so, Commissioner Olsen declined to initiate the Executive Session, and the Board voted to adjourn.

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 6:36 p.m.

Assignments:


- 1) GM Weidenfeller will work with Commissioner Olsen to petition the Thurston County Commissioners for funding made available by the CARES Act and CDBG program.
- 2) Advertise for special meetings (Commissioner Workshops) on the 1st and 3rd Tuesdays of each month through December 2020.
- 3) Update the Projected 2020 Commission Calendar with Commissioner Workshops through December 2020.
- 4) Forward the Thurston County Consolidation Project presentation to the Commissioners.
- 5) Schedule a presentation on chlorination of the Meadows water system at a future Commission Meeting.

- 6) Create a gesture of appreciation to thank John Kounts for his service.
- 7) Contact the Commissioners for registration information for the September WPUDA meetings and the WPUDA Water Workshop.
- 8) Schedule an agenda item for discussion of the Chehalis WRIA Streamflow Restoration Plan and consideration of approval of the Plan in October.



Russell E. Olsen, Commissioner and President

Attest:



Chris Stearns, Commissioner and Secretary