

**MINUTES OF THE REGULAR MEETING OF OCTOBER 27, 2020  
OF  
PUBLIC UTILITY DISTRICT NO. 1  
OF  
THURSTON COUNTY, WASHINGTON**

The regular meeting for October 2020 of the Commissioners of Public Utility District No. 1 of Thurston County was called to order on Tuesday, October 27, 2020, commencing at 5:04 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
- Mariah Rodocker, Customer Service Representative

**Call to Order:**

Commissioner Olsen called the regular meeting to order at 5:04 p.m. The Pledge of Allegiance was recited.

**Approval of Agenda:**

**Commissioner Stearns made a motion to approve the agenda; Commissioner Oosterman seconded the motion; the motion passed with all in favor.**

**Consent Calendar:**

Approval of Minutes: October 6, 2020, October 13, 2020

Prequalification of Contractors: None

SMA Contracts: None

Correspondence: None

Voucher Approval:

- 1) Accounts Payables: October 14, 2020, October 21, 2020
- 2) Payroll: October 20, 2020

Other:

- 1) Resolution 20-41, Professional Service Contract with Lee Odell for Seismic Valve
- 2) Resolution 20-42, Professional Service Contract with Lee Odell for Meadows Chlorination
- 3) Resolution 20-43, Professional Service Contract with Hatton Godat Pantier Engineering for TC Consolidation Project

**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 Hearing:**

**2021 Ad Valorem Tax**

AGM Parker briefed the Board on the resolution to establish the level of the regular property tax levy for 2021. Commissioner Olsen opened the Public Hearing for public comment. There were no members of

the public present for the Public Hearing. The District did not receive any written comment. The Public Hearing was opened and closed at 5:07 p.m.

**Information or Discussion of Operations/Policy Issues:**

**3<sup>rd</sup> Quarter 2020 Strategic Plan Performance Measures Report Update**

AGM Parker reported on the updates to the Strategic Plan Performance Measures Report for the third quarter of 2020. Commissioner Stearns and Commissioner Olsen mentioned the effect COVID-19 could have on these results. Commissioner Olsen asked for a comparison of time saved by the Customer Service Team who are now processing payments electronically; AGM Parker will calculate that number. Commissioner Stearns and AGM Parker briefly discussed the purpose of the Satellite Management Agency Plan. Commissioner Stearns had a question regarding the District's rates compared to other water systems and if there were any significant changes. AGM Parker mentioned Mason PUD No. 1 will be added to the PUD's sample of comparison rates.

**1<sup>st</sup> Reading – Resolution 20-36, Water Policy and Procedures Update**

DPC Gubbe presented to the Board comments from the Department of Health on the Water System Policy and Procedures Manual update. The District now has engineer-approved design standards. Commissioner Stearns asked for clarification on the purpose of the standards. DPC Gubbe addressed the Commissioner's question. The amendments to the Policy and Procedure Manual will be presented for approval at the next Commissioner Meeting scheduled on November 10, 2020.

**1<sup>st</sup> Reading – Resolution 20-37, Tanglewilde-Thompson Place WSP Update Contract with Skillings, Inc.**

DPC Gubbe discussed the professional service agreement with Skillings to update the Water System Plan (WSP) Part B for Tanglewilde Thompson Place. The WSP must be updated and approved in order to obtain funding for a mainline replacement. Commissioner Stearns, DPC Gubbe, and GM Weidenfeller briefly discussed obtaining funding for a mainline replacement and the need to update the WSP.

**1<sup>st</sup> Reading – Resolution 20-38, 2021 Ad Valorem Tax**

AGM Parker presented the first reading of the resolution to raise the Ad Valorem tax for 2021.

**1<sup>st</sup> Reading – Resolution 20-39, Substantial Needs Resolution**

AGM Parker reported on Resolution 20-39 which authorizes the District to levy the full one percent increase in property tax which is in excess of the rate of inflation this year. Commissioner Stearns asked about the relation of the increase to the COVID-19 pandemic. AGM Parker addressed Commissioner Stearns's question. Commissioner Olsen and AGM Parker discussed the 2021 budget and implications this resolution would have on the budget.

**1<sup>st</sup> Reading – Resolution 20-40, Lost Tax Resolution**

AGM Parker introduced Resolution 20-40 which authorizes a refund levy to recover lost tax dollars due to the refunds given to taxpayers as a result in changes in value.

**1<sup>st</sup> Reading – Resolution 20-44, 2020 Operating Budget 2<sup>nd</sup> Amendment**

AGM Parker presented the amendments to the 2020 Operating Budget, including postponing a funds transfer for vehicle replacements. These changes were incorporated due to the evaluation of new business acquisitions, unbudgeted leasing income, and impact of the capital surcharge increase and

COVID-19. Each Commissioner had questions regarding the budget, and AGM Parker addressed these questions. Staff is asking the Board to consider pulling from the reserve balance.

**Action/Approval Item(s):**

There were no action/approval items on the agenda.

**Commissioner Signatures/Break:**

There were no physical documents to sign. The Board took a short break at 5:51 p.m., and the meeting resumed at 6:00 p.m.

**Presentations:**

GM Weidenfeller discussed the meetings he recently attended. He also shared he was asked to become the Chair of the Water Rights Committee of the Washington Water Utility Council (WWUC).

AGM Parker discussed the PUD's General Facility Charge and Meter Install Fee compared to other water systems in the area. AGM Parker recommends an increase to the District's service connection fee to include the cost for a radio or cellular read meter for standardization purposes. Commissioner Stearns asked for data on the increased efficiency of meter readers using radio or cellular meters. AGM Parker will gather this data.

DPC Gubbe updated the Board on the chlorination project at the Meadows water system; chlorination is scheduled for the first week of December, faster than originally planned. Commissioner Stearns voiced his concerns on the effects of chlorinating the system. DPC Gubbe addressed his concerns and advised on the communication to customers about the project. DPC Gubbe also spoke about her recent meeting regarding the Thurston County consolidation project. She met with the Consolidation Project Advisory Committee (CPAC) where the final name of the consolidated water system was discussed. DPC Gubbe will reach out to the rest of the community for input. There were some questions from the Board on the naming of the consolidated water system, and DPC addressed these questions.

DFO Campbell reported on a customer concern from Nisqually Highlands regarding water quality. DFO Campbell dispatched a field technician to investigate and address the customer's concerns. The customer was satisfied with the staff's work on the issue.

**Commissioner Topics, Discussions and Reports:**

Commissioner Stearns mentioned the increase in customers residing in Thurston County due to the recent acquisition and his desire to see the PUD continue in that direction. Commissioner Oosterman agreed.

Commissioner Oosterman reported on her recent meeting with the Thurston County Emergency Management group.

Commissioner Olsen had nothing to report. However, the Commissioner proposed to cancel the Commissioner Workshop scheduled for November 3, 2020 due to the upcoming election. The Commissioners agreed to cancel the workshop.

**An Executive Session was listed on the agenda. However, Commissioner Olsen declined to hold 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 6:35 p.m.**

**Assignments:**

- 1) Gather data comparing Customer Service time saved by sending payments to the bank electronically.
- 2) Gather data comparing Meter Reader time saved by installing radio read or cellular read meters instead of manual read meters.
- 3) Generate correspondence to the customers on the Hawley Hills, Marvin Gardens, Deerfield Park 1, and Deerfield Park 2 water systems regarding the Thurston County consolidation project.
- 4) Cancel the November 3, 2020 Commissioner Workshop. Advertise for the cancellation.

  
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Russell E. Olsen, Commissioner and President

Attest:

  
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Chris Stearns, Commissioner and Secretary