

**MINUTES OF THE BOARD OF COMMISSIONERS REGULAR MEETING
OF KITTITAS COUNTY PUD #1
JANUARY 29, 2019**

The meeting of the Board of Commissioners of Public Utility District No. 1 of Kittitas County was called to order by Vice President Joe O'Leary at 1:00 P.M.

Roll Call:

Paul Rogers, President (via telecom)
Joe O'Leary, Vice President
Shan Rowbotham, Secretary

Staff Present:

Matt Boast, General Manager
Genine Pratt, Finance Manager
Kelly Carlson, Administrative Assistant

Guests Present:

None

Approval of Agenda

Table Item 6.2 – Cyber Security Policy, table to February
Add Item 5.8 – Resolution No. 1024 – Investment Policy
Add Item 5.9 – Short-term borrowing discussion
Add Item 7.5 – Portable Office Discussion

MOTION: Commissioner Rowbotham motioned to approve the agenda as amended.
SECOND: Commissioner Rogers seconded.
VOTE: 3-0 Approved

Public Comments/Introduction of Guests

None

Consent Agenda

MOTION: Commissioner Rowbotham motioned to approve the consent agenda as presented.
SECOND: Commissioner Rogers seconded.
VOTE: Approved 3-0
- December Warrants
- Regular Meeting Minutes – November 27, 2018
- Regular Meeting Minutes – December 21, 2018
- Special Meeting Minutes – January 15, 2019

FINANCE REPORT:

5.1 *Financial Narrative*

FM Pratt went over the narrative and touched on a few observations.

5.2 Consumer Sales & Revenue Date

FM Pratt presented both 2017 and 2018 reports.

5.3 Quarterly Treasurer's Report

FM Pratt presented the report for review and discussion. Also include was the GL trial balance report, investment summary and asset allocation.

5.4 Quarterly Capital Expenditures

FM Pratt presented a capital work plan as of 12/31/2018 for review and discussion.

5.5 December 2018 Financial Statements

No action.

5.6 Resolution No. 1022 – Declaration of Surplus Property

FM Pratt presented resolution no. 1022 for review and discussion. Commissioners went over the listed items.

MOTION: Commissioner Rogers motioned to approve Resolution No. 1022 – Declaration of Surplus Property as presented.

SECOND: Commissioner Rowbotham seconded

Discussion: None

VOTE: 3-0 Approved

5.7 Resolution No. 1023 – 2018 Write Off Uncollectable Accounts

FM Pratt presented resolution no. 1023 for review and discussion.

MOTION: Commissioner Rowbotham motioned to approve Resolution No. 1023 -2018 Write Off Uncollectable Accounts as presented.

SECOND: Commissioner Rogers seconded

Discussion: Commissioner Rogers commented on improved performance for 2019.

VOTE: 3-0 Approved

5.8 Resolution No. 1024 – Investment Policy

FM Pratt presented resolution no. 1024 for review and discussion. She pointed out the only change in the policy was the federal agency percentage change and discussion followed.

MOTION: Commissioner Rogers motioned to approve Resolution No. 1024 – Investment Policy as presented.

SECOND: Commissioner Rowbotham seconded

Discussion: None

VOTE: 3-0 Approved

5.9 Short-Term Borrowing

FM Pratt wanted this on the agenda to inform the Commissioners that the RFP/RFQ process will be starting. Discussion followed on next steps and process.

OLD BUSINESS:

6.1 Resolution No. 1016 – Purchase and Sale Agreement for PSE Overhead Powerlines

GM stated that this is still progressing, and he is still waiting on some information from PSE.

6.2 Resolution No. 1020 – Cyber Security Policy

GM Boast stated that this topic was discussed in the workshop and the Commissioners tabled this resolution to the February board meeting.

6.3 Facility Plan Update

GM Boast stated this topic was discussed at length in the workshop.

MOTION: Commissioner Rowbotham motioned to update the site plan as of 1/29/2019 (removing “Demo” off building C; removing “new” from buildings E1-E2-F) drawing and to move forward with civil work based on conceptual approval.

SECOND: Commissioner Rogers seconded

Discussion: None

VOTE: 3-0 Approved

6.4 Outstanding Old Business – No Action

No action.

NEW BUSINESS

7.1 Budget & Personnel Discussion (Commissioner Rogers)

Commissioner Rogers requested additional information from Staff and to add this topic to the February agenda for further discussion.

7.2 District Strategic Plan Retreat

This topic was discussed at length in the workshop. Commissioner Rogers suggested have two workshops prior to the retreat to go over our last plan and prepare for the upcoming retreat. Staff will work to schedule location and facilitator.

7.3 District Website Update

Kelly informed the Commissioners that the website re-design is complete. She requested they look and if they see any changes or additions they would like to contact her to take care of it.

7.4 State Auditor Exit Report

Commissioner O’Leary stated that he had attended the exit conference and gave a brief overview of what was reported. He congratulated Staff on the hard work that had taken place to improve in areas since our last audit.

7.5 Office Portables Discussion

This topic was discussed at length in the workshop. Commissioners authorized staff to move forward with leasing a portable office without furniture on a 5-year lease but procure the furniture by other options to save funds.

Other Business

No Action

Operations Report

OM Wood gave a brief overview of the operations report and fielded Commissioner questions. He pointed out that the safety meeting date was incorrect and should read December 27, 2018 not 2019.

Operations Update:

- Contractor Update

- Equipment/Vehicle update
- Published Bids

Engineering Report

- 10.1 Task orders- No action
- 10.2 Capital Projects – Jenkins Project update
- 10.3 Line Extensions – received 5 new service applications in December; 172 for 2018.
- 10.4 Engineering Look Ahead – No action
- 10.5 Outage Report – No action

Manager's Report

No Action

Commissioners Report:

Commissioner O'Leary – PPC Report 1/9-10/2019

Commissioner Rowbotham – WPUDA Report 1/16-17/2019; ENW Report 1/23-24/2019


Commissioner Rogers – WPUDA Meeting updates; Legislative bills discussion.

Meeting adjourned at 2:52 P.M.

ATTEST:



Shan Rowbotham, Secretary



Paul Rogers, President



Joe O'Leary, Vice President