

**MINUTES OF THE BOARD OF COMMISSIONERS REGULAR MEETING
OF KITTITAS COUNTY PUD #1
APRIL 24, 2018**

The meeting of the Board of Commissioners of Public Utility District No. 1 of Kittitas County was called to order by President Shan Rowbotham at 1:00 P.M.

Roll Call:

Shan Rowbotham, President
Paul Rogers, Vice-President
Joe O’Leary, Secretary

Staff Present:

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

Guests Present: No Guests

Approval of Agenda

GM Boast: Add Item 7.2 – Internal Control Policy
MOTION: Commissioner Rogers motioned to approve the agenda as amended
SECOND: Commissioner O’Leary seconded.
VOTE: 3-0 Approved

Public Comments/Introduction of Guests

No Comments

Consent Agenda

MOTION: Commissioner Rowbotham motioned to approve the consent agenda as presented.
SECOND: Commissioner O’Leary seconded.
VOTE: Approved 3-0
- March Warrants
- Workshop Meeting Minutes – March 27, 2018
- Regular Meeting Minutes – March 27, 2018

FINANCE REPORT:

5.1 *Financial Narrative*

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

- Revenue lower than 2017 at this same time.
- Budget billing discussion

- Opt-out process went smoothly
- Fixed asset inventory completed
- Office remodel update
- WPTA Award received

5.2 Consumer Sales & Revenue Date

- 17 new services year to date; 8 new in March

5.3 Collection Reports

Collection fees are up, discussion followed.

5.4 Resolution No. 994 – Declaration of Surplus Property

FM Pratt presented the resolution for review and discussion. Commissioners went over the surplus property listing.

MOTION: Commissioner Rogers motioned to approve Resolution No. 994 as presented.

SECOND: Commissioner Rowbotham seconded

Discussion: None

VOTE: 3-0 Approved

5.5 Quarterly Reports

Commissioners went over the quarterly reports and capital work plan. No action.

5.6 Treasurer’s Report

FM Pratt went over the quarterly treasurer’s report and fielded questions.

OLD BUSINESS:

6.1 Facility Improvements

GM Boast updated the Commissioners on the status of this project. He stated that he has received information from Cortner that he wants to review and compare further.

6.2 Resolution No. 982 – Adopt Vehicle Replacement Plan

GM Boast submitted for discussion and review. This topic was discussed in the morning workshop and Commissioner requested staff to modify as discussed and bring back to the May meeting.

Resolution No. 982 was tabled to the May meeting

6.3 Social Security Update

Staff updated the Commissioners on where we are at with the process and what the schedule will look like.

6.4 Resolution No. 993 – Employee Handbook Revision

FM Pratt presented a redlined version of the handbook for board review and further discussion as this topic was also discussed during the morning workshop.

MOTION: Commissioner O’Leary motioned to approve Resolution No. 993 as presented in the redlined version with the elimination of the “return to work” paragraph dated 4/24/2018.

SECOND: Commissioner Rowbotham seconded

Discussion: None

VOTE: 2-1 Approved (Commissioner Rogers – No)

6.5 Outstanding Old Business – No Action

NEW BUSINESS

7.1 Line Extension Policy

This topic was discussed at length in the morning workshop. Commissioners requested staff to put this topic on the May workshop for further discussion.

7.2 Internal Control Policy

FM Pratt presented the policy for review and comment. GM Boast went over the changes to the policy in detail. Commissioners requested staff to bring to the May meeting for consideration as they wanted more time to review the changes.

Other Business

No Action

Operations Report

Operations Update:

- Jenkins Substation status.
- GIS Intern discussion
- Operations Supervisor search update

Engineering Report

GM Boast went over the engineers report and updated the Commissioners on project statuses. There was discussion on Bettas design, Jenkins substation and other capital projects.

Commissioner Rowbotham then called for an executive session at 3:00 p.m. for 30 minutes to discuss:

(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;

Commissioners came out of executive session at 3:30 p.m. – No Action taken.

Manager's Report

No Action

Commissioners Report:

Commissioner Rogers: WPUA Update

- Commissioner Rogers requested the June meeting date be moved to June 27th as he will be out of town.
Motion: Commissioner Rowbotham motioned to approve the June 27th meeting as requested.
Second: Commissioner O'Leary seconded
Vote: 3-0 Approved

Commissioner Rowbotham: No Report

Commissioner O'Leary:


- Submitted PPC Report from 4/4-5/2018 meeting.

Meeting adjourned at 3:45 P.M.


ATTEST:



Joe O'Leary, Secretary



Shan Rowbotham, President



Paul Rogers, Vice President