

**WORKSHOP NOTES OF THE BOARD OF  
COMMISSIONERS OF KITTITAS COUNTY PUD #1  
APRIL 24, 2018**

The workshop of the Board of Commissioners of Public Utility District No. 1 of Kittitas County was called to order by President Shan Rowbotham at 10:00 AM

Those Present:

Shan Rowbotham, President  
Paul Rogers, Vice President  
Joe O'Leary, Secretary  
Matt Boast, General Manager  
Jeff Holley, System Engineer  
Genine Pratt, Finance Manager  
Kelly Carlson, Admin

**GUESTS:**

No Guests

**GUEST COMMENTS:** None

**DISCUSSION:**

**Employee Handbook:**

FM Pratt submitted a redlined version to the Commissioners for review and discussion. Among the topics discussed were the drug policy update, work day language, and new sick leave law requirements. This policy will be discussed further in the Regular Meeting that afternoon.

**Line Extension Policy:**

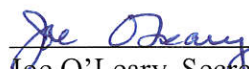
GM Boast presented the existing Line Extension Policy for review and discussion. The following was discussed:


- Background on how the existing policy came to be.
- Commissioner comments on possible direction for the policy re-write.
- Discussion on job estimating processes and possible solutions.
- Details of the policy including deposit amounts, pay off timing requirements, true up timing, payment options and change orders.
- Commissioner Rogers suggested to staff to get some comparisons from like utilities.

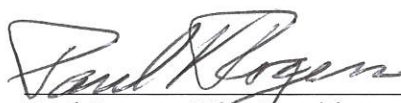
Since not all details were covered in the allotted time the Commissioners requested staff to put this on the May workshop agenda to continue with discussion.

**Adjourned at 12:08 PM**

ATTEST:

  
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Joe O'Leary, Secretary

  
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Shan Rowbotham, President

  
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Paul Rogers, Vice President