

**MINUTES OF THE BOARD OF COMMISSIONERS REGULAR MEETING  
OF KITTITAS COUNTY PUD #1  
MAY 28, 2019**

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

Roll Call:

Paul Rogers, President  
Joe O'Leary, Vice President  
Shan Rowbotham, Secretary

Staff Present:

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

Guests Present:

None

Approval of Agenda

Pull Item No. 4.2 – Workshop Meeting Minutes- April 30, 2019, move to 4.4  
Add Item No. 7.2 – Meeting Minutes discussion  
MOTION: Commissioner Rowbotham motioned to approve the agenda as amended.  
SECOND: Commissioner O'Leary seconded.  
VOTE: 3-0 Approved

Consent Agenda

MOTION: Commissioner O'Leary motioned to approve the consent agenda.  
SECOND: Commissioner Rowbotham seconded.  
VOTE: Approved 3-0  
- April Warrants  
- Regular Meeting Minutes March 29, 2019

**4.4 *Workshop Meeting Minutes – April 30, 2019***

Commissioners requested corrections to these minutes. Staff will complete corrections and bring to the June board meeting.

**FINANCE REPORT:**

**5.1 *Financial Narrative***

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

- Cost of power
- New Services
- Expenses
- Bond payments

**5.2 *Consumer Sales & Revenue Date***

FM Pratt presented for review and discussion

## **OLD BUSINESS:**

### **6.1 Facility Plan Update/Discussion**

GM Boast updated the Commissioners on this project. He stated that a pre-application meeting had taken place and things are moving. Discussion followed on what the next steps will be.

### **6.2 Resolution No. 1035 – Employee Handbook Update**

GM Boast presented information on IRS regulations regarding this update. Discussion followed for clarification of law and updates.

MOTION: Commissioner Rogers motioned to table Resolution No. 1035 to clarify some details of the updates.

SECOND: Commissioner Rowbotham seconded

VOTE: 3-0 Approved

### **6.3 Strategic Planning Agenda**

Discussion on the cancellation of this meeting and possible dates to reschedule. There was also further discussion on finalizing the agenda. The date of July 31-Aug 1, 2019 was tentatively decided on.

### **6.4 Outstanding Old Business:**

- Call Center update
- Management Action Plan update
- PUD Radio equipment update

## **NEW BUSINESS**

### **7.1 New Large Load Policy**

GM Boast presented the existing policy for review and discussion in preparation to draft an updated policy.

### **7.2 Meeting Minutes**

Commission O'Leary requested that the "discussion" step in the motions be deleted. He stated this is not a legal requirement of meeting minutes and would like it to be removed.

## **Other Business**

No Action

## **Operations Report**

OM Wood gave a brief overview of the operations report and fielded Commissioner questions. He touched on the following:

- Monthly Safety meeting
- Call Center implemented
- Contractor update – Asplundh heading to upper county
- Equipment/Vehicle update

## **Engineering Report**

10.1 Task orders- discussed engineering consultant tasks.

10.2 Capital Projects update

10.3 Line Extensions - 23 new service applications in April; 57 for 2019.

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 5/1-2/2019

Commissioner Rowbotham – Will attend WPAG on 5/30/19; will attend Elite Scholars Luncheon on the PUD behalf.


Commissioner Rogers – reported on the NWPPA Annual Conference in Sacramento CA.

**Executive Session:**

None

Meeting adjourned at 3:15 P.M.

ATTEST:

  
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Paul Rogers, President

  
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Shan Rowbotham, Secretary

  
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Joe O'Leary, Vice President