

**MINUTES OF THE BOARD OF COMMISSIONERS REGULAR MEETING
OF KITTITAS COUNTY PUD #1
MAY 29, 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:

Dale Holter
Brad Haberman
Bob Haberman

Approval of Agenda

Commissioner Rogers: Pull Item 4.4 – Special Meeting Minutes, move to 6.5
Add Item 6.6 – Billing Questions

MOTION: Commissioner O'Leary motioned to approve the agenda as amended

SECOND: Commissioner Rogers seconded.

VOTE: 3-0 Approved

Public Comments/Introduction of Guests

Dale Holter – discussion on outages and future construction of lines.

No. 9 Hay – discussion on account billing.

Consent Agenda

MOTION: Commissioner Rogers motioned to approve the consent agenda as amended.

SECOND: Commissioner O'Leary seconded.

VOTE: Approved 3-0
- April Warrants
- Workshop Meeting Minutes – April 24, 2018
- Regular Meeting Minutes – April 24, 2018
- Resolution No. 996 – Canceling Warrants

FINANCE REPORT:

5.1 Pete Sullivan, Washington Federal, was present to give a market update.

5.2 *Financial Narrative*

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

- Revenue may appear skewed for the rest of the year and part of next year.
- Billing error discussion
- Office project update
- FR Clothing
- 2017 district financials

5.3 *Consumer Sales & Revenue Date*

- 19 new services year to date; 2 new in April

5.4 *Resolution No. 995 – Appoint a Treasurer for the District*

FM Pratt presented the resolution to the Commissioners for consideration.

MOTION: Commissioner Rogers motioned to adopt Resolution No. 995.

SECOND: Commissioner Rowbotham seconded

Discussion: There was discussion on having the same person be auditor, treasurer and finance manager. There were some language errors in the resolution as written so Commissioners motioned to **table** Resolution No. 995 to the June 12, 2018 meeting.

VOTE: 3-0 Approved to table

5.5 *Resolution No. 991 – Approve Internal Controls over Treasury Procedures*

FM Pratt presented the resolution to the Commissioners again for review and discussion.

MOTION: Commissioner O’Leary motioned to **table** Resolution No 991 to the June 12, 2018 meeting.

SECOND: Commissioner Rogers seconded

Discussion: None

VOTE: 3-0 Approved

OLD BUSINESS:

6.1 *Resolution No. 982 – Adopt Vehicle Replacement Plan*

GM Boast submitted for discussion and review. He then went through the minor corrections that had been requested by Commissioners.

Resolution No. 982 was tabled to the June 12, 2018 meeting

6.2 *Social Security Update*

GM Boast updated the Commissioners on where we are at in this process.

6.3 *Employee Satisfaction & Cultural Assessment Surveys*

GM Boast stated that all employees had been emailed the survey link that morning and they are due by June 8, 2018.

6.4 *Outstanding Old Business – No Action*

6.5 *Item No. 4.4 – Special Meeting Minutes April 30, 2018 (pulled by Commissioner Rogers)*

Commissioner Rogers stated that the start time on these minutes is incorrect and needed to be changed to 12:00. Admin will correct and bring back to June regular meeting.

6.6 *Billing Questions (added by Commissioner Rogers)*

No. 9 Hay was present to discuss their billing adjustment with the Commissioners. The following was discussed:

- RCW's and case law governing these issues
- Implementation of processes to keep billing/metering/wiring errors to a minimum.

MOTION: Commissioner O'Leary motioned that any account under review shall not be charged past due interest or fees until it is resolved by the Board.

SECOND: Commissioner Rowbotham seconded

Discussion: None

VOTE: 3-0 Approved

NEW BUSINESS

7.1 *Resolution No. 997 – Amendment to the Line Extension Policy*

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

Other Business

No Action

Operations Report

Operations Update:

GM Boast gave a brief update on the operations department.

Engineering Report

GM Boast went over the engineers report and updated the Commissioners on project statuses.

Commissioner Rowbotham then called for an executive session at 3:55 p.m. for 5 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 4:00 p.m. – No Action taken.

Manager's Report

No Action

Commissioners Report:

Commissioner Rogers: NWPPA Update

Commissioner Rowbotham: WPAG Report

Commissioner O'Leary:


- Submitted PPC Report from 5/2-3/2018 meeting.

Meeting adjourned at 4:01 P.M.


ATTEST:



Joe O'Leary, Secretary



Shan Rowbotham, President



Paul Rogers, Vice President