

**MINUTES OF THE BOARD OF COMMISSIONERS REGULAR MEETING
OF KITTITAS COUNTY PUD #1
SEPTEMBER 25, 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
Perry Wood, Operations Manager
Kylee Reuble, Administrative Assistant
Kelly Carlson, Administrative Assistant

Guests Present:

Jon Snyder, Outdoor Recreation and Economic Development Policy Advisor for Governor Jay Inslee.
Larry Leach – Department of Natural Resources
Tim Stapleton – Department of Natural Resources
Randy Kline – Washington State Parks

Approval of Agenda

MOTION: Commissioner Rogers motioned to approve the agenda as presented.
SECOND: Commissioner O'Leary seconded.
VOTE: 3-0 Approved

Public Comments/Introduction of Guests

Jon Snyder of Governor Jay Inslee's office led discussion on the possibility of agency collaboration on the future of the Beverly Trestle.

Consent Agenda

MOTION: Commissioner Rogers motioned to approve the consent agenda.
SECOND: Commissioner O'Leary seconded.
VOTE: Approved 3-0
- August Warrants
- Regular Meeting Minutes – August 28, 2018

FINANCE REPORT:

5.1 *Financial Narrative*

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

- Net Metering receipt
- Electronic BI Reports
- Aid to Construction totals

- Cyber Security and other office training
- Meter Audits
- Investment updates

5.2 Consumer Sales & Revenue Date

- No Action

5.3 Monthly Treasurers Report

- No Action

OLD BUSINESS:

6.1 Employee Satisfaction & Cultural Assessment Surveys

Commissioner Rowbotham requested management take feedback they received and present to staff.

6.2 Resolution No. 1012 – Procurement Policy Update

GM Boast presented the Commissioners with the updated procurement policy that included the requested language changes from the August meeting. Commissioner O’Leary expressed his concern with the “required quotes” language and if the District would be able to uphold this requirement.

MOTION: Commissioner Rowbotham motioned to adopt Resolution No. 1012 – Procurement policy with the following revisions:
 1) Under “Contract Construction Work over \$25,000 and less than \$300,000 change the word ‘received’ to ‘solicited’.
 2) Under “Contract Monitoring” change performance bond to a required 100% of the contract price.

SECOND: Commissioner Rogers seconded

Discussion: None

VOTE: Approved 3-0

6.3 Lookabout Lane Property

GM Boast updated the Commissioners on the status of the license and that the process is moving along.

6.4 Resolution No. 1013 – Grant PUD Facility Construction Agreement

GM Boast stated the aid to construction price is greater than budgeted which triggered the requirement of Commissioner approval.

MOTION: Commissioner Rogers motioned to approve Resolution No. 1013 – Grant PUD Facility Construction Agreement as presented.

SECOND: Commissioner Rowbotham seconded

Discussion: Commissioner discussed the possibility of the need for a budget amendment and the concern of “no maximum limit”

VOTE: Approved 3-0

6.5 Facility Plan Update

Kylee Reuble was present to update the Commissioners on the status of the RFQ/RFP’s that are out for this project. Discussion on budget impacts and next steps followed.

6.6 Outstanding Old Business – No Action

NEW BUSINESS

7.1 Initiative 1631

Commissioner Rogers requested this topic be discussed along with the District's stance.

7.2 Invitation to Host WPUDA Meetings

Commissioner Rogers requested we send a formal invitation to WPUDA to host meetings in Ellensburg for either July or September of 2019.

MOTION: Commissioner Rogers motioned to send a formal invitation to WPUDA inviting them to schedule either their July or September 2019 Meetings in Ellensburg.

SECOND: Commissioner Rowbotham seconded

Discussion: None

Vote: Approved 3-0

7.3 2019 Budget

This topic was tabled to the October 8, 2019 Special Meeting.

Other Business

No Action

Operations Report

Operations Update:

- Safety Meeting (Next meeting 9/27/2018)
- Asplundh, Magnum and National Metering Contractors onsite
- New backhoe received and in service
- Line truck fire damage still being repaired

Engineering Report

9.1 No new task orders- GM Boast went quickly through the current task orders.

9.2 Magnum is onsite and has completed one job and is working on the second.

9.3 Line Extensions – received 28 new service applications in August; 140 for 2018.

Commissioners Report:

Commissioner O'Leary – PPC Report

Commissioner Rowbotham – Nothing to report

Commissioner Rogers – BPA Increase discussion; WPAG Meeting November 8, 2018.

Manager's Report

No Action

Meeting adjourned at 4:12 P.M.

ATTEST:



Shan Rowbotham, President



Joe O'Leary, Secretary



Paul Rogers, Vice President