

**MINUTES OF THE BOARD OF COMMISSIONER MEETING
OF KITTITAS COUNTY PUD #1
AUGUST 26, 2014**

The meeting of the Board of Commissioners of Public Utility District #1 of Kittitas County was called to order by President Paul Rogers at 1:00 P.M.

Roll Call:

Paul Rogers, President
Rogers Sparks, Vice-President
Shan Rowbotham, Secretary

Staff Present:

Matt Boast, General Manager (GM)
Brian Vosburgh, Assistant General Manager (AGM)
Genine Pratt, Finance Manager (FM)
Kelly Carlson, Administrative Assistant

Guests Present:

None Present

Public Comments/Introduction of Guests

No Public in attendance

Agenda

Changes to the Agenda:

- 1) Add Item 7.7 – Resolution to Purchase Property from Kingdom Hall
- MOTION: Commissioner Sparks moved to approve agenda as amended.
SECOND: Commissioner Rowbotham seconded
VOTE: 3-0 Approved

Consent Agenda

Consent Agenda Items: July Warrants
 Workshop Meeting Minutes, July 28, 2014
 Regular Board Meeting Minutes, July 28, 2014
 Special Meeting Minutes, August 12, 2014
 Resolution No. 808 – Transfer & Invest Funds August

Commissioner Sparks motioned to approve the Consent Agenda as submitted.
Commissioner Rowbotham seconded
Vote: Approved 3-0

Financial Reports

FM Genine Pratt reported on the following:

FM Pratt presented the financial narrative and fielded any questions the Commissioners had.

5.1 Consumer Sales & Revenue – FM Pratt stated that the utility has exceeded last year's revenues and is right on track with our budget. She did point out that the cost of power is still exceeding our forecasts.

5.2 Trial Balance – No action, report not available.

5.3 Top Ten Consumers – No Action

5.4 Commissioner Expenses – No Action

Old Business

6.1 Health Insurance Review & Update: GM Boast updated the Commissioners on where we are at with this project. He stated that we have collected and forwarded a lot of information to Philips Insurance for review. He stated that our target is to meet mid-September to discuss options. Commissioner Rogers stated that he would like a decision to be made by the end of September in order to become effective in 2015.

6.2 Resolution #784 Employee Recognition Program – No Action

6.3 Board Retreat Objectives – GM Boast stated that he likes to include to be sure we are still on track with our objectives.

6.4 Resolution No. 807 Asset Management Policy – No Action

6.5 Electric Service to Cannabis Growers/Retailers – GM Boast went over the actions that had been taken since the special meeting on August 12, 2014. He stated that the actions are in progress and he is working with Terry Mundorf closely on this.

6.6 New Large Load Policy – Commissioner Rogers would like some quick action on this, he doesn't want the revisions to drag out in order to be applicable to new services that may fall under this.

New Business

- 7.1 **Resolution No. 813 – Utility Resource Plan:** GM Boast submitted the plan to the Commissioners for review. The Commissioners had a short discussion about the usefulness of the plan but knew it had to be reported either way.
MOTION: Commissioner Rowbotham motioned to approve Resolution No. 814 Utility Resource Plan as submitted.
SECOND: Commissioner Sparks seconded
VOTE: Approve 3-0
- 7.2 **Resolution No. 809 – Budgeting and Long Term Forecasting Policy:** GM Boast presented the Commissioners with this policy. It had been discussed in the workshop prior to this meeting and the Commissioners directed staff to do some minor changes and bring back to them at the next meeting.
- 7.3 **Resolution No. 811 – Debt Management Policy:**
MOTION: Commissioner Rowbotham motioned to Approve Resolution No. 811 Debt Management Policy.
SECOND: Commissioner Sparks seconded
VOTE: Approve 3-0
- 7.4 **Resolution No. 812 – Financial Reporting & Internal Controls Policy:**
MOTION: Commissioner Sparks motioned to approve Resolution No. 812 – Financial Reporting & Internal Controls Policy.
SECOND: Commissioner Rowbotham seconded.
VOTE: Approved 3-0
- 7.5 **Employee Evaluations** – Commissioner Rogers wanted to clarify how staff would like to run their evaluations. Did they want to do self-evaluations? There was some discussion and Commissioner Rogers stated that staff would self-evaluations and submit to the Commissioners prior to their evaluations in September during executive session.
- 7.6 **Irrigation and New Large Load Rate Review** – No Action
- 7.7 **Resolution No. 814 – Purchase Property from Kingdom Hall Church:** GM Boast went over the steps he had taken to get to this point. He stated that Dave Nelson (Emcompass) will be handling the Boundary Line Adjustment and all the accompanying legal documents for a land transfer.

MOTION: Commissioner Rowbotham motioned to Approve Resolution No. 814 Purchase Property from Kingdom Hall Church.

SECOND: Commissioner Sparks seconded

VOTE: Approve 3-0

Operations Report

8.1 Project Status and Schedule:

OM Vosburgh reported on the following:

- **S3 Feeder Project** – Contractor done but still needs to be sectionalized.
- **Vantage Fire Damage** – The old regulators are offline and removed from property. We will get death certificates on them and dispose of them probably through Trans-Tech out of Oregon. OM Vosburgh also stated that the damaged regulators from the fire will go to.
- **Crew Update**

8.2 Work in Progress Monthly Activity –

- o Basin Tree – Is off the property since the fire level is so high and limits the equipment they can use.
- o Ellensburg Substation Outage – The outage on August 16th went well and we were able to get a few things done during this time. There was one hiccup regarding Vantage but it was taken care of promptly. OM Vosburgh also stated that there has been some discussion on the re-build of the Beverly trestle but no decision has been made.
- o Pole Retardant – OM Vosburgh stated that we have ordered and applied Gen-Ex fire retardant to our Smithson feeder poles.

Engineering Report

9.1 Capital Project 202 – Smithson-Teanaway: GM Boast stated that this project has been staked and that Michels Power is onsite looking at the project. He stated that the vaults are here and being stored at the Ellensburg sub until delivery.

9.2 Alpine Cable Replacement: No Action

9.3 Security Light/LED Replacement Project: GM Boast stated that we are currently working on a bid packet for these lights and will be part of a conservation project.

9.4 Scrapwire/Metal Disposal Service: GM Boast informed the Commissioners that the bid for this service had gone out along with an addendum. The bids are due September 10, 2014, and this will be a 2 year contract.

9.5 *Inventory/Standards Review:* No Action

9.6 *Engineering Look Ahead:* No Action

9.7 *Outage Reports:* No Action

Managers Report:

GM Boast went over his Manager's report and answered any questions the Commissioners may have.

Commissioners Report

Commissioner Sparks –

- Recommended that Staff double check on the legal documents needed in purchasing the Kingdom Hall Church property.

Commissioner Rowbotham –

- Provided two letters he had drafted and submitted to Energy Northwest regarding Carbon Tax and Debt Structure.
- Provided a poster to the front office of all of the dams on the Columbia River system.

Commissioner Rogers –


- Open Public Meetings Act – Energy Northwest
- WPAG is August 28, 2014.

Executive Session:


At 3:00 p.m. Commissioner Rogers announced the Board would recess into Executive Session for 40 minutes to discuss agency matters relating to RCW 42.30.110 (g). At 3:40 p.m. the Board reconvened from Executive Session and went back into session for 30 minutes. At 4:10 Commissioners reconvened from executive session. No action was taken.

Meeting adjourned at 4:20 P.M.


ATTEST:



Shan Rowbotham, Secretary



Paul Rogers, President



Roger Sparks, Vice President

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