

**MINUTES OF THE BOARD OF COMMISSIONER MEETING  
OF KITTITAS COUNTY PUD #1  
OCTOBER 25, 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:**

Brian Vosburgh, (OM, AGM)  
Genine Pratt, Finance Manager (FM)  
Kelly Carlson, Administrative Assistant

**Guests Present:**

Mike Lowe

**Public Comments/Introduction of Guests**

**No Public Comment**

**Agenda**

MOTION: Commissioner Rowbotham moved to approve agenda as submitted  
SECOND: Commissioner Sparks seconded  
VOTE: 3-0 Approved

**Consent Agenda**

Consent Agenda Items:      September Warrants  
   September 30, 2014 Workshop Meeting Minutes  
   September 30, 2014 Regular Board Meeting Minutes  
   October 7, 2014 Special Meeting Minutes  
   Resolution 816 – Canceling Warrants  
   Resolution 817 – Transfer & Invest Funds October 2014

Commissioner Sparks motioned to approve the Consent Agenda  
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 went over the rate adjustment referred to in the notation on the report. She explained that the 2013 YTD adjustment hit was taken in 2014

**5.2 Collection Activity Report** – No Action

**5.3 Board Expenses** – No Action

**5.4 Top Ten Consumers** – No Action

**5.5 Statement of Net Position** – No Action

**5.6 Statement of Revenues, Expenses and Net Position** – No Action

**5.7 Statement of Cash Flows** – No Action

**5.8 Quarterly Budget Reports** – FM Pratt presented the budget reports to the Commissioners for review. Commissioner Rowbotham brought up concerns over budget overages that were spent on non-budgeted projects. He stated that the District should not be performing these projects if they are not budgeted without bringing to the Commissioners. FM Pratt asked for direction as to what the Commissioners wanted to do regarding the overage.

Commissioners directed staff to research the overages and bring back to the Commissioners for clarification, and prepare to do a budget amendment if necessary.

## Old Business

**6.1 Resolution #784 Employee Recognition Program** – No Action

**6.2 Board Retreat Objectives** – No Action

**6.3 Resolution No. 809 Budget Policy** – FM Pratt presented updated policy to the Commissioners. This policy had been tabled at the October 7, 2014 meeting in order for Commissioner Sparks to review the latest changes.

**Motion:** Commissioner Sparks motioned to remove this policy from the table for discussion.

**Second:** Commissioner Rowbotham seconded.

**Discussion:** Commissioner Rogers stated that his biggest issue with this policy is the restrictive timelines and how they would affect staff. Commissioner Rowbotham appreciated the timelines since they gave the staff structure and a framework to complete the budget process. Commission Sparks felt like the timelines were more of a guidance for staff.

**Motion:** Commissioner Sparks motioned to adopt Resolution No. 809 Budget Policy

**Second:** Commissioner Rowbotham seconded.

Commissioner Sparks amended his motion that staff would revisit this policy in a year to see how the timelines were working for them.

**Vote:** 3-0 Approved

- 6.4 ***Irrigation Rate & New Large Load Policy Review*** – Staff has received nothing back from the consultants as of this meeting.
- 6.5 ***Rate Class Audit:*** Commissioner Rogers requested staff to get a legal opinion on the RCW that applies to this decision.
- 6.6 ***Customer Appreciation Day:*** No Action

### New Business

- 7.1 ***SPCC Consultant Selection:*** Commissioners went over the consultant selection documents that included bid tabs and costs.
- 7.2 ***System Study RFP:*** Commissioners went over the RFP documents. They requested a copy of the scope of work be sent to them. Commissioners requested there be a lot off utility staff involvement in the creation of this plan.
- 7.3 ***Helping Hands Promotion:*** FM Pratt stated that last month's promotion was very successful and that she should have some numbers at next month's meeting.
- 7.4 ***Resolution No. 818 Request to HCA to Participate in PEBB:*** AA Carlson explained that these two documents are required by the Health Care Authority as part of their application process to be considered for PEBB participation.  
***Motion:*** Commissioner Rogers motioned to approve Resolution No. 818 Request to HCA to Participate in PEBB and Attestation  
***Second:*** Commissioner Rowbotham seconded  
***Vote:*** Approved 3-0
- 7.5 ***Salary Survey Participation:*** Commissioner Rogers stated that he feels someone from the District, probably Matt, be part of the Wage & Hour Committee or at least attend the meetings.
- 7.6 ***BPA Regional Dialogue Letter:*** No Action

7.7 **Resolution No. 819 – Section 125 Plan Amendment:** FM Pratt explained that these are the documents necessary to retain our Section 125 Plan that allows us to pre-tax our benefits.

Motion: Commissioner Rowbotham motioned to approve Resolution No. 819 as presented.

Second: Commissioner Sparks Seconded

Vote: Approved 3-0

## Operations Report

### 8.1 **Project Status and Schedule:**

OM Vosburgh reported on the following:

- **Alpine Project** – is 95% complete and should be done by the following Tuesday or Wednesday.
- **Lauderdale Project** – Michels will move to this project immediately after the completion of Alpine.
- **Crew Update**

### 8.2 **Work in Progress Monthly Activity –**

o Basin Tree – is currently working in Upper County and will complete their contract with the District on November 7, 2014, the budget will be expended.

8.3 **Work Order Reports:** OM Vosburgh went over the work order reports and fielded any questions the Commissioners had for him. Commissioners asked what the total number of new services was and OM Vosburgh stated that the Commissioners had requested the table that shows this information be removed from the board packet. Commissioners suggested including it quarterly.

## Engineering Report

9.1 **Capital Project 202 – Smithson-Teaway:** OM Vosburgh stated that Michels will mobilize to this project immediately following the completion of Alpine and will stay on site as long as weather permits.

9.2 **Alpine Cable Replacement:** No Action, discussed above.

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

9.4 **Engineering Look Ahead:** No Action

9.5 **Outage Report:** No Action

**Managers Report:**

No Managers report.

**Commissioners Report**

***Commissioner Sparks –***

- Nothing to report

***Commissioner Rowbotham –***

- Went over the Energy Northwest Member Forum details.
- Solar discussion

***Commissioner Rogers –***


- Attended the Energy Northwest Member Forum. (Didn't want to be repetitive so did not report on any details)

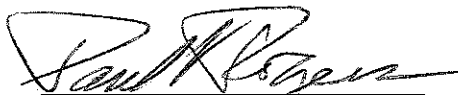
**Executive Session:**


At 3:25 p.m. Commissioner Rogers announced the Board would recess into Executive Session for 15 minutes to discuss agency matters relating to RCW 42.30.110 (g). At 3:40 p.m. the Board reconvened from Executive Session. No action was taken.

**Meeting adjourned at 3:40 P.M.**

ATTEST:

  
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Shan Rowbotham, Secretary

  
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Paul Rogers, President

  
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Roger Sparks, Vice President

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