

**MINUTES OF THE BOARD OF COMMISSIONER MEETING
OF KITTITAS COUNTY PUD #1**

January 21, 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 1:02 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:

Mike Lowe
Pat Kelleher

Public Comments/Introduction of Guests

None

Agenda

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

Consent Agenda

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

Financial Reports

FM Genine Pratt reported on the following:

- **Collection Activity Report** – FM Pratt wanted to point out the energy assistance number and that it is not an accurate number due to tender type errors. Commissioner Rogers

would like a reminder of our Helping Hands program to go out on our next billing statement.

- **Consumer Sales & Revenue** – FM Pratt went over the report with the Commissioners. She stated that there is no increase in residential from last year to this year but that there is an increase in commercial. Overall there is a \$550,000 increase in revenue in 2013. Commissioners requested a KWH usage chart, by month be included in the upcoming board packets.
- **Top Ten Consumers** – FM Pratt went over this report for the Commissioners.
- **Commissioner Cost Report** – FM Pratt stated this report was not ready for the meeting but will be ready for next month.
- **Resolution #787 Transfer & Invest Funds January** – Commissioner Rowbotham moved to approve Resolution #787, Commissioner Sparks seconded.

Vote: Approved 3-0

Managers Old Business

- 6.1 **Health Insurance Review & Update:** GM Boast stated that the RFP is in place and that we just need to publish/advertise. Commissioner Rogers urged staff to be sure to publish in the NWPPA along with other locations.
- 6.2 **Metropolitan Area Network (MAN) Update:** The PUD has signed the Letter of Intent to participate but at this time we are waiting for the pricing information before joining.
- 6.3 **Website redesign:** GM Boast stated this project is moving along good and the goal is to “go live” in April.
- 6.4 **Technology Plan:** GM Boast stated that the kick off meeting with the consultant hired went good and that the PUD has some homework to do. He stated that the goal for this project completion is one month.
- 6.5 **Agency Participation List:** GM Boast presented the Commissioners with an updated 2014 Agency membership listing that included costs. Commissioner Rowbotham would like to look at this very closely to determine the value we are getting out of our membership fees prior to joining in 2015.
- 6.6 **Resolution #784 Employee Recognition Program** – No Action

Managers New Business

7.1 *HRA/VEBA:*

GM Boast updated the Commissioners on his meeting with our VEBA representative. He stated that the Affordable Care Act has caused them to split their program into two but the impacts to our Utility are minimal. Commissioner Rogers had some questions regarding account limits, GM Boast was not sure so he will forward our representative's contact information to him.

7.2 *New Position Update:*

GM Boast wanted to inform the Commissioners that he intends to go out to advertisement for the new warehouse person in the next couple of months.

7.3 *Rate Sheet Amendment:*

GM Boast presented an amended rate sheet for the Commissioners review. He stated that the only change to the rate sheet was the deletion of rate classes that are no longer applicable.

Commissioner Rowbotham motioned to approve the Amended Rate sheet as presented.

Commissioner Sparks seconded

Vote: Approved 3-0

Operations Report

8.1 *Project Status and Schedule:*

OM Vosburgh reported on the following:

- **Work Order Summary** – 17 projects, 8 new services, working on AMR
- **Crew Update** – AMR/ERT Meter Change out program and car/pole accidents
- **Project Status Update** –
 - o I-90 UG project - Henkels & McCoy have completed their portion of the project. The PUD crew will perform the rest of the project.
 - o Basin Tree Trimming – Basin Tree has been onsite since 1/13/14 and will continue on until fall.
 - o Mini-Excavator – Bid is out for this equipment and are due 1/24/2014.
 - o Facilities-Gas Shed – OM Vosburgh stated that the asbestos and tree removal has been completed. The shed and tank will be removed and the soil tested to assure there were no leaks in the tanks.
- **Safety Meeting** – OM Vosburgh stated that the January safety meeting went well and Mack Turner went over Hazard Communications-MSDS, Global Harmonization System, and enclosed spaces.
- 37 projects in the books at this time.

8.2 *New Services Graphs:* Reviewed - No Action

Engineering Report

- 9.1 **GIS Mapping Project Update** – GM Boast stated that this project is back on track and Futura will be providing some training in the next month. GM Boast stated that the Utility had to pay for an extra server license and support to ESRI.
- 9.2 **AMR Program update:** GM Boast stated that we have approximately 100 meters left to install plus the specialty meters.
- 9.3 **ACX Cutover:** No Action
- 9.4 **Smithson to Jenkins Project:** GM Boast stated that we have negotiated an easement with the landowner for this extension and am just waiting for signatures.
- 9.5 **Smithson to Teanaway:** No Action
- 9.6 **Infrared Report** – GM Boast stated that he had completed the infrared testing and found that there are some hotspots that will need attention but that there is no emergency's at this time.
- 9.7 **Engineering Look Ahead:** No Action
- 9.8 **Outage Report:** GM Boast went over the new format of the outage reports. He stated that we are tracking these online through an eReliability program.

Commissioners Report

Commissioner Sparks – Stated he would be leaving for Corvallis, OR, to attend the Energy Northwest Meeting.

Commissioner Rowbotham – Reported that there are several bills in the legislature that affect power utilities. He stated that WPUDA is really doing a great job of representing PUD's interests in these bills.


Commissioner Rowbotham informed staff of a couple of hydro/public power videos that would go great on our website when it is up and running.

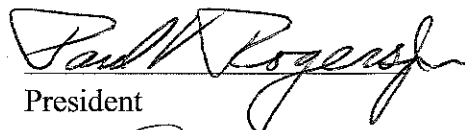
Commissioner Rowbotham suggested that staff consider drafting a third party interconnect policy and stated that Pacific Co. had just adopted one.

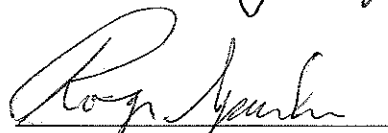
Commissioner Rogers – Reported that the acting BPA Administrator is likely to be named to the permanent position.

Meeting adjourned at 2:30 P.M.

ATTEST:


Secretary


President


Vice President