

**MINUTES OF THE BOARD OF COMMISSIONER SPECIAL MEETING
OF KITTITAS COUNTY PUD #1
MAY 15, 2014**

The Special Meeting of the Board of Commissioners of Public Utility District #1 of Kittitas County was called to order by President Paul Rogers at 1:03 P.M.

Roll Call:

Paul Rogers, President
Rogers Sparks, Vice-President (Via Telephone)
Shan Rowbotham, Secretary

Staff Present:

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

Guests Present:

None

Public Comments/Introduction of Guests

None

Agenda

Board Packet Structure – There was much discussion on where the Board wanted to go in the future with the agenda board packets. The following were the conclusions:

- *Managers Old Business* – Drop “Managers” and title it “Old Business”.
- *Managers New Business* – Drop “Managers” and title it “New Business”
- Create a “Managers Report” title/section for Matt’s reporting.
- *Financial Reports* – FM Pratt to create a month executive summary of the financials but include:
 - ✓ Financial Narrative
 - ✓ Consumer Sales & Revenue Report
 - ✓ Trial Balance
 - ✓ Work Order Report
 - ✓ Board Expenses
- *Financial Reports* – FM Pratt stated she would still do all quarterly reports as has been done in the past.
- *Consent Agenda* – After much discussion on the use of the consent agenda the Commissioners agreed to keep using this process.
- *Workshop Meetings* – In order to possibly shorten our regular board meetings the Commissioners agreed that there will be a workshop prior to every regular board meeting. These workshops will be used to discuss items that are on the consent and

regular agenda. They will also allow the Commissioners to discuss items with staff that may take prolonged discussion.

Motion – Commissioner Rowbotham motioned to continue using the Consent Agenda format and formally adopt.

Second – Commissioner Rogers seconded.

Discussion: Commissioner Rogers wanted to clarify that if the commission chose to they could remove items from the consent agenda. According to Roberts Rules of Order this is allowable.

Vote - 2-1 (Commissioner Sparks-No) Motion Approve.

- *Operations Report* – Delete the “New Services” graph and in the future add the Quarterly actual labor costs report when it becomes available.
- *Engineers Report* – Add a section “Substation Report”

Financial Policy’s – FM Pratt reported that there are existing policies that need clarification and ones that need updated. The Idle Transformer and Credit Card policies are just a couple of them she would like clarified. The Commissioners directed FM Pratt to bring these to the upcoming meeting for further discussion.

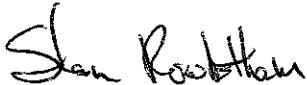
FM Pratt then presented the Commissioners with draft copies of the Credit Card Policy, Vendor List Policy, Small Works Roster Policy, and Procurement Policy for review for the upcoming workshop and meeting.

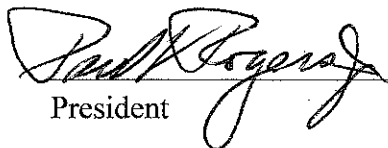
Executive Session:

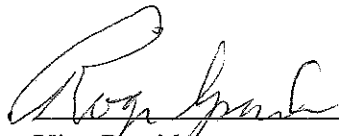
At 2:35 p.m. Commissioner Rogers announced the Board would recess into Executive Session for 15 minutes to discuss agency matters relating to Union Negotiations. At 2:50 the Commissioners came out of Executive Session and recessed back into executive session for an additional 5 minutes. At 2:55 p.m. the Board reconvened from Executive Session. No action was taken.

Meeting adjourned at 3:30 P.M.

ATTEST:


Secretary


President


Vice President