

**MINUTES OF THE BOARD OF COMMISSIONER MEETING
OF KITTITAS COUNTY PUD #1
MAY 27, 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:

Korina Stretch (PSE), Mike Lowe

Public Comments/Introduction of Guests

None

Agenda

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

Consent Agenda

Consent Agenda Items: April Warrants
 ~~Regular Board Meeting Minutes 4/29/2014~~ - Pulled
 Workshop Minutes 4/29/2014
 Resolution No. 796 – Cancelling Warrants
 Resolution No. 797-Transfer & Invest Funds
Commissioner Rogers requested to pull Item 4.3 Regular Board Meeting Minutes
4/29/2014 for a correction to Item 7.3.
Commissioner Rowbotham motioned to approve the Consent Agenda as amended.
Commissioner Sparks seconded
Vote: Approved 3-0

Financial Reports

FM Genine Pratt reported on the following:

- **Financial Narrative** – FM Pratt submitted the narrative and asked if the Commissioners had any questions, not at this time.
- **Consumer Sales & Revenue** – FM Pratt stated that she will correct the “Demand” and submit via email to the Commissioners.
- **Trial Balance** – FM Pratt asked if the Commissioners had any questions regarding the trial balance. Commissioner Rowbotham asked what costs are included in the meter reading expense. FM Pratt stated that all costs associated with reading the meters, i.e. airplane, payroll, etc.
Commissioner Rowbotham also inquired if the amount for the Helping Hands was correct? FM Pratt said it was. Commissioner Rogers asked what the Utility does with the Helping Hands contribution. FM Pratt stated that we remit the funds to Hopesource and they distribute to qualified individuals. Commissioner Rogers would like more information to go out to our customers on the available programs.
- **Board Expenses** – No action.

Old Business

- 6.1 **Medical Insurance Review:** No Action, our consultants are currently waiting for staff to get information from the industry insurance group for comparison.
- 6.2 **Website redesign:** AA Carlson informed the Commissioner that she had just completed 3 days of training to maintain our new website and anticipates going live within 2 weeks.
- 6.3 **Interlocal Agreements:** GM Boast stated that he had signed the Energy Northwest agreement and sent to them for their signatures. He stated that they are revising their quote.
- 6.4 **Resolution #784 Employee Recognition Program** – GM Boast informed the Commissioners that this resolution has been tabled for staff revision.
- 6.5 **Board Retreat Objectives:** GM Boast presented a listing of the Board retreat objectives and explained to the Commissioners that he feels this is a great document to track our progress as the year goes on.
Commissioner Rogers asked about the status of the Forest Service Permit. GM Boast stated he is working closely with the Forest Service and effected customers to get an updated permit from the Forest Service.

New Business

- 7.1 **Resolution No. 801 Procurement Policy:** No Action. This policy will be put on the Workshop agenda for 6/23/2014.
- 7.2 **Resolution No. 798 Vendor Policy:**

Motion: Commissioner Sparks motioned to approve Resolution No. 798 Vendor Policy.

Second: Commissioner Rowbotham seconded.

Vote: 3-0 Motion Approved

7.3 Resolution No. 800 Credit Card Policy:

Motion: Commissioner Rowbotham motioned to approve Resolution No. 800 Credit Card Policy.

Second: Commissioner Sparks seconded.

Vote: 3-0 Approved

7.4 Resolution No. 799 Small Works Policy:

Commissioners directed staff to revise the “Award” section of this policy and bring back to them for consideration at the June 23, 2014 workshop.

Operations Report

8.1 Project Status and Schedule:

OM Vosburgh reported on the following:

- **Work Order Summary** –5 new services.
- **Crew Update** – Finishing up I-90 project and line extensions.
- **Project Status Update** –
 - o Safety Training – OM Vosburgh stated that he is working on a SOQ for safety training services.
 - o Dock Crew (Michel’s) – Michel’s started today and will begin on Parke Creek Road, then head to Riverbottom road.
 - o Basin Tree Service – Tree trimmers are currently in lower county working on the line that feeds Millpond then they will move to the Teanaway.
 - o Teanaway Substation – reported that there was a vehicle accident at the Teanaway substation. No damage to the equipment other than the perimeter fencing that is being repaired as we speak.

Engineering Report

9.1 GIS Mapping Project Update – GM Boast stated that the maps have been loaded on his computer but he still needs to work with Key Methods to get the reader software on the webtop.

9.2 Capital Project 202 – Smithson-Jenkins: GM Boast stated that the access road is nearly complete and should be done this week. He stated that we didn’t end up needed quite as much fill as anticipated which was a good thing. He stated that we should be able to get some staking done the second week in June and begin building the line towards the end of June.

9.3 Capital Project 203: GM Boast stated that the design concept is complete but we are still working to get the easements signed.

9.4 Engineering Look Ahead: No Action

GM Boast informed the Commissioners that we had sent out an informational letter to all Alpine Estates customers regarding the upcoming work in the area. He stated that this will be Michel's last project before they are off premises.

9.5 Outage Report: OM Vosburgh stated that we have not yet received a date for the BPA outage. He stated that we will notify all effected customers in advance.

9.6 Substation Reports – No Action

Commissioners Report

Commissioner Sparks –

- Stated he had an upcoming Small Nuclear (New Scale) Committee meeting in June. He stated he may be phoning in for this and invited Shan to sit in.

Commissioner Rowbotham –

- Nothing to Report

Commissioner Rogers –

- Tax Exempt Bond limitations.
- Selling of PMA's to Bonneville
- PRB Debt Authorization


Executive Session:

At 2:25 p.m. Commissioner Rogers announced the Board would recess into Executive Session for 20 minutes to discuss agency matters relating to Union Negotiations.

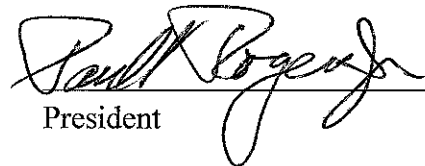
At 2:40 p.m. the Board reconvened from Executive Session. No action was taken.

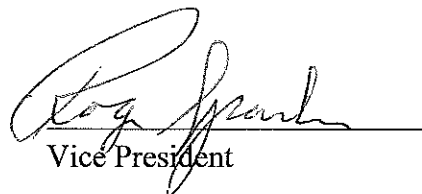
Meeting adjourned at 3:00 P.M.

ATTEST:



Secretary


President


Vice President