

**WORKSHOP NOTES OF THE BOARD OF  
COMMISSIONERS OF KITTITAS COUNTY PUD #1  
MAY 27, 2014**

The workshop of the Board of Commissioners of Public Utility District #1 of Kittitas County was called to order by President Paul Rogers at 11:00 A.M.

Those Present:

Paul Rogers, President  
Rogers Sparks, Vice-President  
Shan Rowbotham, Secretary  
Matt Boast, General Manager (GM)  
Brian Vosburgh, Assistant General Manager (AGM)  
Genine Pratt, Finance Manager (FM)  
Kelly Carlson, Administrative Assistant

Guests:

Korina Stretch (PSE)

**DISCUSSION:**

**Credit Card Policy:**

Commissioners had some discussion that they thought there was a prior policy on this issue, staff stated that they could not find any documentation confirming. FM Pratt stated that this policy for the use of company credit cards by staff only and that this is a totally separate policy than credit card use by customers to pay their bill.

Commissioner Rogers asked if his seat mates were “okay” with policy as written, both stated that they were and would consider the policy for approval in the afternoon board meeting.

**Vendor List Policy:**

FM Pratt asked if the Commissioners had any questions regarding this policy. Commissioner Rogers inquired as to whether this could be a part of the procurement policy. There was some discussion over this and that it should be a stand-alone policy.

All Commissioners stated that they were “okay” with the policy as written and would consider for approval in the afternoon board meeting.

**Policy Index (Draft):**

GM Boast presented a draft policy index and explained that staff has created this in order to better track where we are at in completing our goals when it comes to policy creation. He stated that it includes all current and proposed policies. Commissioner Rowbotham stated that the document looked good and would make it a lot easier to find policies. Commissioner Sparks asked about the Whistle Blower Policy? He then stated that he has a newer version of this policy and will pass it on to GM Boast.

**Small Works Policy:**

Commissioner Rogers stated that he is not crazy about the small works process and prefers the formal bid process. FM Pratt stated that we can change the bid limits as long as they are more restrictive than the statutes. Commissioner Rowbotham stated that he likes the small works process and he is open to lowering the limits if needed.

OM Vosburgh stated that he likes using the small works process with the smaller projects. Commissioner Rogers would like a revision in the "Award" to read:

The District will award the project based on the authorized limits of the approving authority as specified in the Procurement Policy. If the quotation/bid is included on the adopted budget, the General Manager has authority to execute, except if the project is not on the adopted budget and exceeds the General Managers spending authority \$50,000 the Board of Commissioner shall approve and execute.

Commissioners directed staff to modify the language and bring the policy back to them for consideration at the June meeting.


**Procurement Policy:**

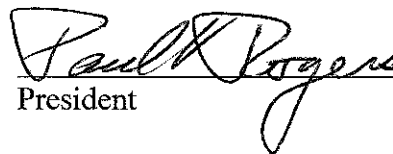
Commissioner Rogers stated that he is concerned about the spending limits in this policy are too restrictive for staff. There was a lot of discussion on where these limits should be as far as at what amount do we require bids/quotes. OM Vosburgh stated that if we require quotes/bids for anything between \$2500-\$15000 it could become very cumbersome. Commissioner Rogers suggested to consider recommending bids up to \$7500 and then be a requirement from \$7500-\$15000. Commissioner Sparks asked if we currently bid out transformers? OM Vosburgh stated that we do not at this time but are planning to bid them out for 2015.

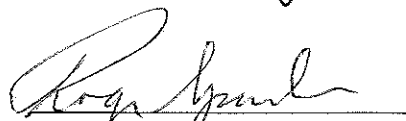
Commissioners requested staff to bring this policy back to them for consideration at the next meeting once modifications are made.

Workshop adjourned at 12:15 P.M.

ATTEST:

  
Secretary

  
President

  
Vice President