

RESOLUTION NO. 803

A RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE APPROVAL AND ADOPTION OF A DISTRICT POLICY INDEX

WHEREAS, Kittitas County Public Utility District No. 1 finds that it will be beneficial to establish a Policy Index to track the status of District Policies, Plans, Procedures, Programs and Studies; and

WHEREAS, The Policy Index, ensures that District employees and representatives are aware of the most current revisions of District Policies and retains copies of replaced or revised policies for future reference and archiving; and

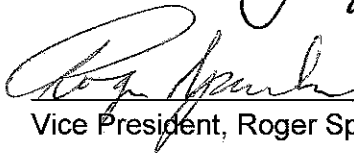
WHEREAS, The Policy Index, establishes the section and numbering index which will be used to classify, file and track the Policies; and

NOW, THEREFORE, BE IT RESOLVED that the Commissioners of Kittitas County Public Utility District No. 1 approve and adopt the District Policy Index, as set forth in Exhibit A attached hereto.


IN WITNESS WHEREOF, the undersigned, being all the members of the Board of Commissioners of Kittitas County Public Utility District No. 1 have executed this Resolution of the Board of Commissioners on this 23RD day of JUNE, 2014.



President, Paul Rogers



Vice President, Roger Sparks



Secretary, Shan Rowbotham

Exhibit A

DISTRICT POLICY INDEX

June 23, 2014

Policy Intent

District policies are periodically updated, revised, replaced or amended. This Policy Index is intended to guide Kittitas County Public Utility District No.1 ("District") by establishing a method to organize, catalog and track policies. Additionally, this policy outlines rules for saving the most current policies in a shared repository, while archiving the rescinded, revised or amended policies.

The Administrative Assistant will work closely with the General Manager to ensure the policy index is kept current and accurate, as well as, filing the signed policies electronically. The policies will be cataloged into two (2) lists. The first is the **Current Policy Index** and is organized into six sections;

- 1) General
- 2) Billing, accounting, Finance
- 3) Safety
- 4) Human Resources and Employment
- 5) Engineering and Operations
- 6) Plans, Procedures, Studies

The second index is the **Replaced Policy Index**. It contains all the older policies which have been replaced or revised. These are not numbered but the index includes the dates of adoption if known. The older policies may not contain signatures or adoption dates. The index should contain the best information possible regarding the history of each policy.

The following pages contain the current and replaced policy indexes as they exist currently and are attached as a reference only. These index lists will be updated as needed and will not match the attached samples.

Section 1 - General

	Adopted	Revised
1.1 Governance		
--- Public Records	11/24/2009	7/26/2011
--- ADA Compliance Policy		
--- Disability Policy		
--- Identity Theft Prevention	5/26/2009	
--- Driver's License	9/27/1989	7/28/2009
--- Building "B"	5/26/2009	

Section 2 - Billing, Accounting, Finance

2.1 Accounting Manual		
2.2 Customer Service Policy	8/27/2013	
2.3 Procurement Policy		
2.4 Small Works Policy		
2.5 Vendor Policy		
2.6 Asset Maintenance and Inventory Policy		
2.7 Revenue (Rates) Policy		
2.8 New Large Load Policy	11/27/2012	
2.9 Financial Management Policy		
--- Capital Management	6/30/2009	
--- Debt Management	6/30/2009	
--- General Funds	6/30/2009	
--- Investment	6/30/2009	
--- Post-Issuance Compliance and Procedure for Tax-Exempt Bonds	9/29/2009	
--- Allocation of BPA Tier 1 Policy	10/26/2011	
--- Surplus Property Disposal	7/24/2007	9/24/2013

Section 3 - Safety

3.1 Safety & Accident and Prevention Program	3/15/2000	
--- Hazard Communication Policy	2/19/2010	
--- Bloodborne Pathogen Exposure Control Policy	2/19/2010	
--- Industrial Insurance Claims Management Plan (Light Duty Policy)	Date?	

Section 4 - Human Resources and Employment

4.1 Employee Handbook	7/29/2013	
4.2 Drug and Alcohol Policy - FMCSA/DOT Regulated Employees (DOT Policy)	Date?	
4.3 Drug and Alcohol Policy - All District Employees (Non-DOT Policy)	Date?	
4.4 Employee Recognition Policy		
4.5 Workforce Development and Training Program		

Section 5 - Engineering and Operations

5.1 Operations Manual	11/6/1992	
5.2 Engineering Standards		
5.3 Construction Standards		
5.4 Line Extension Policy	10/10/1997	4/30/2013
5.5 Distributed Generation Policy	6/24/2008	6/29/2010

Section 6 - Plans, Procedures, Studies

6.1 Hazard Mitigation Plan	Date?	
6.2 SPCC Plan		
6.3 Vehicle Replacement Plan		
6.4 Facility Plan		
6.5 Technology Plan		
6.6 Work Order Procedure		