

**MINUTES OF THE BOARD OF COMMISSIONERS REGULAR MEETING  
OF KITTITAS COUNTY PUD NO.1  
January 26, 2021**

The meeting of the Board of Commissioners of Public Utility District No. 1 of Kittitas County was called to order by Vice President Joe O’Leary at 1:00 P.M.

Roll Call:

Joe O’Leary, Vice President  
Shan Rowbotham, Secretary  
Rick Catlin, New Commissioner

Staff Present:

Matt Boast, General Manager  
Genine Pratt, Finance Manger  
Perry Wood, Operations Manager  
MaryDawn Buntin, Customer Service Supervisor via Microsoft Teams  
Ken Edwards, Engineering Supervisor via Microsoft Teams

Guests Present:

Amber Nyquist, EES Manager joined at 2pm via Microsoft Teams for Line Extension Presentation

**Approval of Agenda**

MOTION: Commissioner Rowbotham motioned to approve the agenda as amended  
SECOND: Commissioner Catlin seconded  
DISCUSSION: Pull 2020 12-15 Minutes from Consent Agenda  
Add Commissioner Expense discussion to Other Business and Special Requests  
VOTE: 3-0 Approved

**Public Comment:**

None

**Consent Agenda**

MOTION: Commissioner Rowbotham motioned to approve the consent agenda  
SECOND: Commissioner Catlin seconded.  
VOTE: 3-0 Approved

- 2020 11-24 Regular Board Meeting Minutes
- November – December Voucher Approval and Check Register

**2020 12-15 Regular Board Meeting Minutes pulled from Consent Agenda**

MOTION: Commissioner Rowbotham motioned to approve the 12-15 Minutes as amended  
SECOND: Commissioner Catlin seconded  
DISCUSSION: Strike ~~\$16,096,963~~ and replace with correct amount \$16,743,247  
VOTE: 3-0 Approved

**Finance Report**

FM Pratt presented the following topics for discussion.

- Financial narrative

- November – December 2019 and 2020 Consumer Sales
- November – December 2020 Top Consumers
- November – December 2020 Delinquency Report

Customer Service Report

Customer Service Supervisor Buntin

Presiding Officer O’Leary suggested we take move to the Line Extension Discussion and Resolution 1090 and the Operations Report in the interest of time without objections.

**NEW BUSINESS:**

Resolution 1090 – Line Extension Policy Revision

Amber Nyquist, EES Manager presented the results and recommendations of a Line Extension study completed by EES via Microsoft Teams. Discussion followed regarding the Line Extension Policy and Resolution 1090 as presented. Staff was directed to bring back a table of transformer costs and associated warehousing costs for all sizes available.

**Operations Report**

OM Wood presented the following topics for discussion.

- Accidents/Near Misses and Contractor update
- Equipment and Vehicle Update
- Incident Report

**OLD BUSINESS:**

Resolution 1084 – 2021 Association Membership

MOTION: Commissioner Rowbotham motioned to adopt the resolution as amended

SECOND: Commissioner Catlin seconded.

DISCUSSION: Update resolution dates and signature lines  
Update committee assignments as discussed and noted in Exhibit A

VOTE: 3-0 Approved

**NEW BUSINESS (CONTINUED):**

Officer Elections

MOTION: Commissioner Rowbotham motioned to appoint Joe O’Leary as President, Shan Rowbotham as Vice President and Rick Catlin as Secretary.

SECOND: Commissioner Catlin seconded.

VOTE: 3-0 Approved

Resolution 1091 – Governance Policy Revision – No Action

**OTHER BUSINESS AND SPECIAL REQUESTS:**

Commissioner Rowbotham discussed commissioner expense forms and required documentation.

Commissioner Rowbotham requested the latest cost evaluation of the flights for meter reading.

Commissioner Rowbotham requested a review of the Packwood agreement terms and the assignment of Kittitas PUD participation to Clallum PUD.

**Engineering Report**

Engineering Supervisor Edwards presented the following topics for discussion.

- Engineering Consultant task orders

- Recently published or opened bids
- Capital project updates
- New line extensions and customer applications
- Engineering Look ahead

**Manager's Report**

GM Boast presented the report

**Commissioners Reports:**

Commissioner Rowbotham WPAG 1/14/2021 Meeting Summary

**Future Planning:**

Special Board Meeting on Thursday, February 18 at 3pm – Building B and Virtual

- For consideration of Dock Crew Bid Results

Workshop on Tuesday, February 23 at 10am – Building B

- For GM evaluation and Commissioner Education

Regular Board Meeting on Tuesday, February 23 at 1pm – Building B and Virtual

**Executive Session:**

Commissioner O'Leary called for an executive session at 5:15 for 20 minutes to discuss:

*RCW 42.30.110(1)(b) - Lease or purchase of real estate if there's a likelihood that disclosure would increase the price.*

Executive Session extended for 5 minutes at 5:35 P.M.

Executive Session ended at 5:40 P.M.

Meeting adjourned at 5:41 P.M.

*JOE OLEARY*  
JOE OLEARY (Feb 25, 2021 14:01 PST)

Joe O'Leary, President

*Rick Catlin*  
Rick Catlin (Feb 26, 2021 11:33 PST)

Rick Catlin, Secretary

*Shan*  
Shan Rowbotham (Feb 25, 2021 14:38 PST)

Shan Rowbotham, Vice President












# 2021 01-26 Regular Board Meeting Minutes

Final Audit Report

2021-02-26

Created:	2021-02-25
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