

**MINUTES OF THE BOARD OF COMMISSIONERS WORKSHOP  
OF KITTITAS COUNTY PUD NO.1  
February 23, 2021**

The Workshop of the Board of Commissioners of Public Utility District No. 1 of Kittitas County was called to order by President Joe O’Leary at 10:00 A.M.

**Roll Call:**

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

**Staff Present:**

Matt Boast, General Manager  
Genine Pratt, Finance Manger  
Ken Edwards, Engineering Supervisor

**Guests Present:**

None

**Approval of Workshop Agenda**

MOTION: Commissioner Rowbotham motioned to approve the agenda

SECOND: Commissioner Catlin seconded

VOTE: 3-0 Approved

**Public Comment:**

None

**Workshop Topics**

- 2.1 Line Extension Discussion - Study
- 2.2 Governance Policy Discussion - Study

**Executive Session**

Began 12:20 P.M Ended 12:50 P.M

- Performance of a public employee – RCW 42.30.110(1)(g)

Adjourn Workshop 12:51 P.M

**MINUTES OF THE BOARD OF COMMISSIONERS REGULAR MEETING  
OF KITTITAS COUNTY PUD NO.1  
February 23, 2021**

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

Roll Call:

Joe O'Leary, President  
Shan Rowbotham, Vice President  
Rick Catlin, Secretary

Staff Present:

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

Guests Present:

None

**Approval of Agenda**

MOTION: Commissioner Rowbotham motioned to approve the agenda as amended

- Kelleher email from public comments February 18, 2021 Special Meeting in Other Business

SECOND: Commissioner Catlin seconded

VOTE: 3-0 Approved

**Public Comment/Introductions of Guests:**

None

**Consent Agenda**

MOTION: Commissioner Rowbotham motioned to approve the consent agenda

SECOND: Commissioner Catlin seconded.

VOTE: 3-0 Approved

- 2021 1-26 Regular Board Meeting Minutes – Draft
- 2021 02-18 Special Board Meeting Minutes – Draft
- January Voucher Approval
- Resolution 1094 – 2020 Uncollectible Accounts
- Resolution 1095 – Declaration of Surplus Property

**Finance Report**

FM Pratt presented the February 2021 financial narrative and the following topics were discussed:

- 4<sup>th</sup> Quarter 2020 Investments

- January 2020 Consumer Sales Report
- January 2021 Consumer Sales Report
- January 2021 Top Consumers Report
- January 2021 Delinquency Activity Report

#### Customer Service Report

Customer Service Supervisor Buntin

#### Operations Report

Operations Manager Wood presented the February report

#### **OLD BUSINESS:**

Resolution 1090 – Governance Policy – Draft

Note: Policy studied & discussed at 10 A.M. Board workshop

MOTION: Commissioner Rowbotham motioned to adopt the resolution with amendments made in morning workshop:

- Section 9A
- Section 10B
- Section 17C

SECOND: Commissioner Catlin seconded.

VOTE: 3-0 Approved

Resolution 1091 – Line Extension Policy – Draft

Note: Policy studied & discussed at 10 A.M. Board workshop

MOTION: Commissioner Rowbotham motioned to adopt the resolution with amendments made in morning workshop:

- Adjust stores allocation from 33% to 25% effective March 1, 2021
- Staff to bring other allocation adjustments to March Regular Board Meeting by Resolution

SECOND: Commissioner Catlin seconded.

VOTE: 3-0 Approved

#### **NEW BUSINESS:**

None

#### **OTHER BUSINESS AND SPECIAL REQUESTS:**

Commissioner O’Leary requested GM Boast respond to Kelleher letter

#### **Engineering Report**

Engineering Supervisor Edwards presented the February report.

#### **Manager’s Report**

GM Boast presented the February report

#### **Commissioners Reports:**

Commissioner O’Leary – February WPUDA Meeting

**Executive Session:**

Executive session at 2:40 P.M. for 20 minutes

Executive Session ended at 3:00 P.M.

**Future Planning:**

- February 2021
- March 2021
- April 2021

Meeting adjourned at 3:01 P.M.

*Joe O'Leary*

Joe O'Leary (Apr 2, 2021 13:33 PDT)

Joe O'Leary, President

*Shan*

Shan Rowbotham (Apr 5, 2021 13:51 PDT)

Shan Rowbotham, Vice President

*Rick Catlin*

Rick Catlin (Apr 5, 2021 16:00 PDT)

Rick Catlin, Secretary











# 2021 02-23 Workshop & Regular Board Meeting - Draft for approval

Final Audit Report

2021-04-05

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