

**MINUTES OF THE BOARD OF COMMISSIONERS REGULAR MEETING  
OF KITTITAS COUNTY PUD NO.1  
April 27, 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  
MaryDawn Buntin, Customer Service Supervisor  
Rachael McDaniel, Executive Assistant

Guests Present:

None

**Approval of Agenda**

MOTION: Commissioner Rowbotham motioned to approve the agenda as amended

- Addition of Light Duty Policy in New Business

SECOND: Commissioner Catlin seconded

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

- 2021 03-30 Regular Board Meeting Minutes
- Voucher Approval March
- Resolution No 1103 – Warrant Cancellation
- Resolution No 1104 – Cancel Wire Transfer BPA

**Finance Report**

FM Pratt presented the following topics for discussion.

- Financial narrative
- 2020 Transportation Report
- March 2020 Consumer Sales Report
- March 2021 Top Consumers Report
- March 2021 Delinquency Activity Report
- March 2020 Consumer Sales Report
- 2021 – Q1 Capital Expenditures

April Customer Service Report  
Customer Service Supervisor Buntin

**NEW BUSINESS:**

Light Duty Policy  
BPA Settlement Discussion  
Telecom Update

**Resolution 1102 – Award COSA Bid 21-018 to EES Consulting**

MOTION: Commissioner O’Leary motioned to approve Resolution 1102 as presented  
SECOND: Commissioner Rowbotham seconded  
VOTE: 3-0 Approved

**Operations Report**

GM Boast presented the following topics for discussion.

- Operations Report
- March Incident Report

**OLD BUSINESS:**

Packwood Contract Discussion

**OTHER BUSINESS AND SPECIAL REQUESTS:**

- Letter to County Commissioners – Approved by Board
- RFP – Commercial Realtor for Market Analysis of PUD property

**Engineering Report**

GM Boast presented the report

**Manager’s Report**

GM Boast presented the report

**Commissioners Reports:**

Commissioner Rowbotham WPUA meetings 4/15/21-4/16/21 Summary  
Commissioner O’Leary WPUA meetings 4/15/21-4/16/21 Summary

**Future Planning:**

Telecom 5/19/21 & 5/20/21 - Pre-registration 5/17/21  
September retreat discussion  
Regular Board Meeting 5/25/2021

**Executive Session:**

Began 3:37 P.M. Meeting adjourned at 3:45 P.M.

*JOE O’LEARY*  
[JOE O’LEARY \(Jun 1, 2021 13:17 PDT\)](#)

Joe O’Leary, President

*Rick Catlin*  
[Rick Catlin \(Jun 1, 2021 14:59 PDT\)](#)

Rick Catlin, Secretary

*Shan*  
[Shan Rowbotham \(Jun 1, 2021 13:57 PDT\)](#)

Shan Rowbotham, Vice President














# 2021 04-27 Regular Board Meeting Minutes

Final Audit Report

2021-06-01

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