



Minutes

Meeting of the KID Board of Directors
 Carl W. Petersen Board Room
 Tuesday, July 1, 2014, 9:00 a.m.

President Rathbun called the meeting to order at 9:00 a.m. and Mr. Freeman called roll.

Directors Present:

Kirk Rathbun, President
 Gene Huffman, Vice President
 Patrick McGuire, Director
 David McKenzie, Director
 Dean Dennis, Director

Staff Present:

Chuck Freeman, District Manager
 Colleen Storms, District Treasurer
 Seth Defoe, Planning Manager
 Jason McShane, Engineering/Operations
 Manager
 Ben Woodard, Staff Engineer
 Judy Smith, Real Property Manager
 Lynda Rosenbaum, Administrative Assistant
 Doris Rakowski, Executive Assistant

Other Persons Present:

Brian Iller, Legal Counsel

APPROVAL OF AGENDA: Director McKenzie moved to approve agenda. Vice President Huffman seconded the motion and it carried unanimously.

CONSENT AGENDA: Director Dennis moved to approve the consent agenda. Vice President Huffman seconded the motion and it carried unanimously.

Items on the consent agenda were:

1. Confirm Job Description
2. Vouchers/Warrant Approval

Accounts Payable

Numbers:	68489 through	68513	\$	22,003.93
	68514 through	68543		<u>139,142.71</u>
Total Accounts Payable				<u>161,146.64</u>
<u>Payroll</u>				
Numbers:	32796 through	32803	\$	8,307.97
Direct Deposit	6/12/2014			74,885.48
Total Payroll				<u>83,193.45</u>
Total Disbursements				<u>\$ 244,340.09</u>

Voided Checks: Ck# 68403; Lost

PUBLIC COMMENTS: None

PRESENTATIONS:

Employer Support of the Guard and Reserve: Craig Liebler, a member of the Eastern Division of the Washington Committee of the Employer Support of the Guard and Reserve (ESGR), spoke about the purpose of ESGR and requested that the Board sign a statement of support the Guard and Reserves.

Discussion ensued regarding whether any KID employees were active or inactive servicemen.

Director Dennis moved to confirm that the Kennewick Irrigation District recognizes, honors and enforces the Uniform Services Employment and Reemployment Act in its employment actions. Director McGuire seconded the motion and it carried unanimously.

PUBLIC HEARING: None

BOARD REPORTS:

Vice President Huffman thanked the Petermann Trustees and Daniel Smith for donating dirt to help refill the canal break.

ACTION ITEMS: None

RESOLUTIONS:

Resolution 2014-12 Confirmation of Proclamation of Emergency and Authorization to Waive Competitive Bidding Process – June 21, 2014 Canal Break Repairs: Mr. Freeman reported that he declared an emergency on June 21, 2014, due to the Main Canal Division IV breach. He reviewed the emergency proclamation. He asked the Board is asked to confirm the Emergency Proclamation and waive the competitive bidding process according to the emergency contracting rules.

President Rathbun thanked staff for their actions the night of the break, and for their efforts to direct the water where it should go. Vice President Huffman commended management and staff for their coordinated response and said the District's policies and procedures worked.

Director McGuire commented on Director McKenzie's forethought in establishing an emergency operating fund so a special assessment would not be needed to pay for the repair.

Directors McKenzie and Dennis added their thanks to the crew and Mr. McShane.

Vice President Huffman moved to approve Resolution 2014-12, Confirmation of Proclamation of Emergency and Authorization to Waive Competitive Bidding Process. Director McKenzie seconded the motion and it carried unanimously.

Resolution 2014-13 Authorize Feasibility Investigation of the Proposed Oak Hills Local Improvement District: Need for a correction to a resolution number citation was noted.

Mr. Woodard reported that an LID petition was received from seven of fifteen owners of property near the intersection of Game Farm Road and South Oak Street. He said the resolution would authorize staff to investigate need and feasibility of an LID for the area. He noted that cost of the feasibility investigation would be borne entirely by the LID petitioners with no expense to the general KID rate payers. Mr. Woodard reported that other property owners in the area has expressed interested in an LID.

Mr. Woodard told President Rathbun the feasibility investigation might take two to three months.

In response to questions from Director McGuire, Mr. Woodard said the petitioners submitted a \$100 surety bond, but a recent change to statute removed that requirement and the bond would be refunded. Mr. McShane said the feasibility investigation was expected to cost \$2,500 to \$3000. Discussion ensued about repayment terms for this and previous LIDs. Ms. Storms recommended consulting the District's LID counsel regarding terms.

In response to a question from Mr. Freeman, Mr. McShane spoke about the two subdivisions in the area and said staff would recommend including both in the LID. He said he anticipated additional residents would be sending in letters requesting inclusion in the LID, based on discussions with people in the area.

In response to a question from President Rathbun, Mr. McShane clarified that if the LID did not go forward, petitioners would pay the feasibility investigation cost, and if it was formed, that cost would be rolled in to the LID cost. Discussion ensued regarding the importance of communicating of both estimated and actual costs with the property owners.

Economies of scale and regional service areas were discussed.

Vice President Huffman moved to approve Resolution 2014-13, authorizing feasibility investigation of the proposed Oakhills Country Estates Local Improvement District. Director McKenzie seconded the motion and it carried unanimously.

STAFF REPORTS:

Finance Manager: Ms. Storms commended Dana Hernandez and Dora Lopez for their work the night of the break to call and alert water masters about the break as quickly as possible.

Engineering/Operations Manager: Mr. McShane spoke about the response to the break, including sand bagging and pumping to protect a home and horses. He said residents in the community were helpful and encouraging.

Mr. McShane said the quick response from Ray Poland and Sons and Project Manager Bryan Knapik was very helpful. They mobilized rapidly and worked 24 hours until the work was done. He said the initial estimate for cost of the repair from Ray Poland and Sons was \$168,000.

Mr. McShane briefly discussed damage from the break.

Mr. McShane reported that the first aquatic treatment with Endothall started this morning. He said more debris in the filters should be expected for the next two to three weeks. He said that algae that grew with the pond weed would break free and pass through the coarse KID filters, resulting in more debris in residential filters. Mr. McShane confirmed to Director McGuire that a press release would be sent.

Director McKenzie said that, as a water master in the area affected by the break, he appreciated the quick contact. He recommended that the water master program be expanded to pressurized service areas. Mr. McShane said that home owner association presidents sometimes served as a point of contact, and email was also used to contact customer.

Effectiveness of various communication methods was discussed.

Planning Manager: Mr. Defoe reported:

- The culprit in the breach was believed to be a California ground squirrel, which is an invasive species which makes 4" diameter community burrows up to 30 feet long. A pest control company was contracted to treat the entire length of the canal.
- Comments on the Clean Water Act were due October 20th.
- Comments on the Forest Service Groundwater Directive would be brought to the July 15th Board meeting.

- Endangered Species Act services, Fish and Wildlife Services and NOAA (National Oceanic and Atmospheric Administration), proposed new rules revising critical habitat definitions.
- Amon Wasteway had jumped its boundary and was encroaching on four proposed lots in a subdivision and on Claybell Park. KID talked with planning and parks department staff at City of Richland about returning the wasteway to the right of way. Mr. Defoe said the District had to dump a significant amount of water through the wasteway during the canal break.
- The letter from President Rathbun was successful in gaining the District a seat at the Integrated Plan Water Use Committee. Mr. Defoe would attend a meeting of that group tomorrow. Also, Mr. Freeman was the District's representative to the Municipal Irrigation subgroup.

In response to a question from Director McGuire, Mr. Defoe confirmed that the Amon Wasteway was in the correct place at the golf course, where it was channelized. He said the challenge was from Bellerive up-channel to Beer Falls.

District Manager: Mr. Freeman reported:

- RH2 was selected from the engineering roster to work on the Columbia water plan. Staff would work with Mr. Iller and bring a scope of work and budget to the Board. Mr. Freeman spoke about balancing the high cost of new water with the possibility of a new LID to share the cost of water. The current going rate was \$1,725 per acre foot and the District was in line for over 22,000 acre feet per year.
- Ms. Smith would go to part time July 7th. Ms. Rosenbaum would take on more of that roll.
- The job description just approved was for the opening left by Sandra Dallas's departure after about nine years with the District. Assistants would be hired for both the office and shop.
- There may be more staffing needs in the field due to the number of people needing time off for family care or injuries. Overtime may increase and additional people have been hired.
- Mr. Freeman spoke about rodent control services. Discussion ensued regarding pesticide application licensing requirements. President Rathbun noted that the stretch of canal at the break was scheduled to be lined in the next water off season. Mr. McShane spoke about conditioning canal roads and embankments so burrows could be seen on a uniform slope.


WORKSHOP: None

Executive Session: None

Director Dennis moved to adjourn the meeting at 10:03 a.m. Vice President Huffman seconded the motion and it carried unanimously.

Attest:

Witness:



 Kirk Rathbun, Board President
 Approved July 15, 2014



 Chuck Freeman, District Manager

Prepared by Doris Rakowski