



Minutes

Meeting of the KID Board of Directors
 Carl W. Petersen Board Room
 Tuesday, September 16, 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

Other Persons Present:

Brian Iller, Legal Counsel

Staff Present:

Chuck Freeman, District Manager
 Colleen Storms, District Treasurer
 Seth Defoe, Planning Manager
 Jason McShane, Engineering/Operations Manager
 Jaime Britton, Senior Accountant
 Josué Morfin, Staff Engineer
 Lori Gibson, Executive Assistant to O&E Manager
 Lynda Rosenbaum, Real Property Manager
 Doris Rakowski, Executive Assistant

APPROVAL OF AGENDA: President Rathbun added approval of travel requests to Action Items. Director Dennis moved to approve the amended agenda. Director McKenzie seconded the motion and it carried unanimously.

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

Items on the consent agenda were:

1. Minutes, KID Board Meeting, August 19, 2014
2. Minutes, KID Board Meeting, September 2, 2014
3. Updated Organizational Chart
4. Confirm Job Descriptions
5. Final Plat Canyon Ranch Phases 3 & 4
6. Vouchers/Warrant Approval

Accounts Payable

Numbers: 68837 through	68866	\$	127,887.41
68867 through	68908		<u>33,272.82</u>
Total Accounts Payable			<u>161,160.23</u>

Payroll

Numbers: 32856 through	32868	\$	14,173.80
Direct Deposit	9/5/2014		74,914.35
Total Payroll			<u>89,088.15</u>
Total Disbursements			<u>\$ 250,248.38</u>

Voided Checks: Ck# 68750; Lost

PUBLIC COMMENTS: None

PRESENTATIONS:

Financial Report for August 2014: Ms. Storms displayed the August 2014 financial reports which were distributed at the meeting. She reviewed highlights. Pages reviewed included:

- Balance Sheet as of August 31, 2014 - Final
- Statement of Revenue & Expenditures – Budget to Actual - Comparative
- Fund Balance Change through August 31, 2014

Discussion ensued regarding the Emergency Mitigation Reserve and costs of canal breaches.

Ms. Storms confirmed to Director McGuire that the amount of the Interfund Loan from Realty for Red Mountain South LID on the comparative Statement of Revenues & Expenditures was a cumulative number, which would be adjusted if money was not needed or funds for the project were received. She noted that it was the only cumulative number on the expense sheet.

Director McGuire moved to accept the financial report as presented. Vice President Huffman seconded the motion and it carried unanimously.

PUBLIC HEARING: None

BOARD REPORTS: None

ACTION ITEMS:

Travel Request – TruePoint 2014 User Group Meeting: Ms. Storms reviewed the benefits of the 2013 User Group Meeting, discussed this agenda for this year and requested approval for four finance department staff members to attend the meeting this year.

Mr. McShane spoke about needs to integrate engineering and mapping data with the program. He requested approval for a staff engineer and himself to attend the meeting this year.

In response to a question from Director McKenzie, Mr. McShane described the purpose of the land sheets program.

Director McKenzie moved to approve the travel requests for six attendees to the TruePoint 2014 User Group meeting in Reno, Nevada, on October 21 through 22, 2014. Vice President Huffman seconded the motion and it carried unanimously.

Discussion ensued regarding data entry problems with the daily water usage reports and the potential for immediate online access to those reports.

RESOLUTIONS:

Resolution 2014-08, Authorizing Investment of KID Monies in the Local Government Investment Pool (LGIP): Ms. Britton reported that LGIP requested an updated resolution based on recent changes to their prospectus.

Director McGuire requested that a copy showing changes from previous resolutions be included in the Board packet material next time.

Director Dennis moved to approve Resolution 2014-08, Authorizing Investment of Kennewick Irrigation District Monies in the Local Government Investment Pool. Director McKenzie seconded the motion and it carried unanimously.

Resolution 2014-20, Establishing an Implementation Committee: Mr. Defoe reviewed issues addressed by the Planning Committee and said staff determined that the District would be better served by an Implementation Committee to focus on implementation of policies.

He reported that existing members of the Planning Committee were offered the option of transitioning to the proposed Implementation Committee. Three Planning Committee members accepted and the other positions would be appointed by the Board.

In response to a question from President Rathbun, Mr. Defoe spoke about how applicants for openings on the committee would be sought.

Vice President Huffman moved to approve Resolution 2014-20, Establishing an Implementation Committee. Director Dennis seconded the motion and it carried unanimously.

STAFF REPORTS:

Finance Manager: Ms. Storms reported:

- The Finance Committee took a first look at the 2015 budget last week, and would review it again before it was brought to the full Board.
- Helping Hands Program could be reopened because more revenue was available. Ms. Storms noted that KID was the only irrigation district or water purvey in this region that offered a helping hands program. Discussion ensued regarding the program. Ms. Storms said donations to the program were tax-deductible.
- The State Audit started last week.
- Members of the Finance department would attend the Washington Financial Officers Association conference this week.

Engineering/Operations Manager: Mr. McShane reported:

- A second treatment of Endothall was applied so challenges were expected for up to two weeks as pond weed broke apart and algae flowed down the canal.
- The Red Mountain South LID project was nearing completion.
- Capital program work was underway, including earthmoving preparatory to the planned nine miles of canal lining. Areas with burrowing squirrel activity were being targeted for lining.
- New Engineering Department Executive Assistant, Lori Gibson, and Staff Engineer, Josué Morfin, were introduced. Mr. McShane said new Staff Engineer, Alejandro Romero, was out surveying today.
- Mr. McShane asked for feedback on the target date of October 10th for water off. He confirmed to Mr. Freeman that, in order not to exceed the limit on KID of 4% of the total flow for the year allowed in October, flow would be kept as low as possible. Discussion ensued regarding the contracts and legal rulings which set the yearly and monthly maximum flows allowed to the District.

In response to a question from Director McKenzie, Mr. McShane spoke about the use of baseline testing to establish and verify a seepage levels. Discussion followed.

Planning Manager: Mr. Defoe reported:

- Vice President Huffman and Mr. Defoe attended the Tri-State meeting of irrigation associations from Oregon, Idaho and Washington. Topics presented at the meeting included Forest Service Ground Water Directive, the Food Safety Modernization Act, the

Clean Water Act and the Waters of the U.S. rule, and recent Endangered Species listings and critical habitat designations.

District Manager: Mr. Freeman reported:

- A Washington State Water Resource Association meeting would be held in the KID boardroom tomorrow.
- The water off staff meeting date and training agenda would be set soon.
- An extra crew was monitoring weed racks and California ground squirrel activity.
- Dana Hernandez and the Customer Service Department had been working weekends to ensure that emails were checked over the weekend to verify crews had been dispatched by the answering service as necessary seven days a week.
- Travel Authorization requests for the National Water Resources Association meeting in San Diego would be on the next agenda. Mr. Freeman reported he had requested a meeting with the Acting Commissioner of the Bureau of Reclamation to discuss pending YEBWEP III legislation, because it was important the Chandler electrification remained a listed project and that the savings clause held KID harmless for up-Basin conservation projects.
- Baiting of the California ground squirrels appeared to be having an effect. Carbon monoxide would be used on the burrows this winter if they hibernated in this region.
- Department heads and Mr. Freeman would meet off site to discuss upcoming issues including the 2015 assessment roll, Red Mountain South LID assessment policy and budget.

In response to a question from President Rathbun, Mr. Freeman and Mr. McShane said they expected new allocations would be ready to be granted at the first Board meeting in October.

At President Rathbun's request, Ms. Rosenbaum spoke about the sale of City View property to Amera.

Mr. Freeman and Ms. Rosenbaum discussed plans for a Red Mountain South LID pump station dedication and ribbon cutting event. The event was tentatively planned for May 6th, though the Governor's schedule would dictate the date of the event. Discussion ensued regarding water on and off dates for the Red Mountain South LID.

WORKSHOP: None

EXECUTIVE SESSION: None

Vice President Huffman moved to adjourn the meeting at 10:22 a.m. and Director McKenzie seconded the motion, which carried unanimously.

Attest:

Witness:



Kirk Rathbun, Board President
Approved October 7, 2014



Chuck Freeman, District Manager

Prepared by Doris Rakowski