



## Minutes

Meeting of the KID Board of Directors  
 Carl W. Petersen Board Room  
 Tuesday, January 17, 2017, 9:00 a.m.

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

**Directors Present:**

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

**Staff Present:**

Chuck Freeman, District Manager  
 Kipp Drummond, District Treasurer  
 Seth Defoe, Land and Water Resources Manager  
 Jason McShane, Engineering Manager  
 Lori Gibson, Executive Assistant  
 Doris Rakowski, Executive Assistant

**Other Persons Present:**

Brian Iller, Legal Counsel

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

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

Items on the consent agenda were:

1. Minutes, KID Board Meeting, December 6, 2016
2. Confirm Job Description
3. Waterline Easement for KID Administrative Building
4. Travel Authorization - NWRA Federal Water Issues Conference
5. Travel Authorization - Integrated Plan Implementation Committee
6. Vouchers/Warrant Approval

**Accounts Payable**

Numbers:	73723	through	73723	\$	7,694.07
	73724	through	73739		102,757.99
	73740	through	73740		8,239.00
	APPKT00330	through	APPKT00330		1,601.97
	APPKT00332	through	APPKT00336		74,790.95
					195,083.98

**Payroll**

Numbers:	33492	through	33496	\$	3,340.75
	33497	through	33536		11,441.04
Direct Deposit			2017-01-05		104,548.82
<b>Total Payroll</b>					119,330.61
<b>Total Disbursements</b>				\$	314,414.59

**Voided Checks: No void checks this period.**

**PUBLIC COMMENTS:** None

**PRESENTATIONS:** None

**PUBLIC HEARING:** None

**BOARD REPORTS:**

President Huffman reported that infrastructure, regulations and grants were topics of interest at the recent National Water Resources Association (NWRA) Leadership Forum in Las Vegas.

**ACTION ITEMS:**

**Interagency Agreement with the Washington Department of Ecology regarding the Amon Storage Reservoir:** Mr. McShane presented the Amon Reservoir 60% Design grant agreement for approval. He said that staff recommended hiring a temporary Staff Engineer I (EIT) to assist with the increased work load. He noted the document presented was a draft.

Mr. McShane confirmed to Director McGuire that KID's obligations would be to provide reports and deliverables, which did not include water. He referred to the deliverables page of the grant.

Nomenclature for the reservoir was discussed. Mr. McShane said this was a storage reservoir and would be used for that purpose. Discussions with representatives of the local U. S. Bureau of Reclamation (USBR) office were discussed briefly.

Mr. McShane confirmed that the fish screens at the Chandler diversion and Prosser Dam should be sufficient to exclude fish from the canal system.

**Director McKenzie moved to approve Charles Freeman, District Manager, to enter into the Interagency Agreement between the State of Washington, Department of Ecology and the Kennewick Irrigation District for the Amon Storage Reservoir 60% design. Vice President Dennis seconded the motion and it carried unanimously.**

**RESOLUTIONS:**

**Resolution 2017-03, Authorized Positions and Salary Ranges:** Mr. Freeman briefly reviewed changes to the authorized positions and salary ranges, which included addition of a temporary (up to six months) Staff Engineer I (EIT) and salary ranges for the previously approved Accountant I and II positions.

Discussion ensued regarding hiring efforts for the openings and impacts on the departments.

**Vice President Dennis moved to approve Resolution 2017-03, Authorized Positions and Salary Range Revision, and authorizing a temporary (up to six months) Staff Engineer I position funded entirely by offsets from the Department of Ecology grant. Director McKenzie seconded the motion and it carried unanimously.**

**STAFF REPORTS:**

**Finance Manager:** Mr. Drummond reported regarding:

- Law enforcement and the bank were investigating checks forged on KID's account. Positive Pay was now in place and staff was checking account activity twice daily.
- Recruitment for the Accounting I-II position
- Transition policies

- W-2 issuance
- Affordable Care Act reporting
- IRS reporting
- Financial statements may be delayed due to accounting staff changes.

**Engineering/Operations Manager:** Mr. McShane reported regarding:

- Work during weather challenges, including tree trimming and removal, concrete demolition, piping, and fabrication activities
- KNDU interview last Friday
- WaterSMART grant extension being sought due to weather delays
- Paver purchase. Confirmation of purchase terms to be brought to the next board meeting.
- Chandler Pumps turbine rehabilitation. Impacts of snow melt flow were discussed.

**Land & Water Resources Manager:** Mr. Defoe displayed data from USBR, USDA and NOAA websites and spoke briefly about storage and snowpack. Storage was at about 100%. Most snow accumulation was at low elevations and high elevation snow pack was below average.

Upcoming meetings:

- Washington State Water Resources Association (WSWRA) - January 18
- Yakima Basin Joint Board (YBJB) - January 26
- Columbia Snake River Irrigators Association - January 26
- Tristate meeting in Portland, Oregon - January 27
- Benton County Voluntary Stewardship Program (VSP) - January 23
- New - Ground water quality work group headed by Benton County Conservation District. Mr. Freeman to represent KID. First meeting - January 19

**District Manager:** Mr. Freeman reported regarding:

- Planning for title transfer, including process, staffing needs, and District goals, to be on the Operations and Engineering Committee agenda
- Electrification environmental impact statement (EIS) request for qualification (RFQ). USBR to do environmental work, paid by the KID.
- Interactive Voice Response (IVR) scripts. Spanish version prepared and reviewed by District employees.
- Ground water quality stakeholder group. Nitrates were the primary concern.
- Article being prepared for Tri-City Herald's Progress Edition
- Tentative employment offer for Instrumentation Technician position
- Consideration of creating Perry Tech intern program

Upcoming meetings:

- Realty Committee - January 19
- CPR and First Aid - January 19

**WORKSHOP:** None

**EXECUTIVE SESSION:** None

**Director McKenzie moved to adjourn the meeting at 9:40 a.m. Vice President Dennis seconded the motion and it carried unanimously.**

Attest:

Witness:

  
Gene Huffman, Board President  
Approved February 7, 2017

  
Chuck Freeman, District Manager

Prepared by Doris Rakowski