



**Minutes**

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

**Directors Present:**

Dean Dennis, President  
 Kirk Rathbun, Vice President  
 Gene Huffman  
 David McKenzie  
 Raman Venkata

**Staff Present:**

Charles Freeman, District Manager  
 Seth Defoe, Land & Water Resources Manager  
 Jason McShane, Engineering/Operations Manager  
 Dana Hernandez, Customer Accounts Supervisor  
 Kipp Drummond, District Treasurer  
 Shelbea Voelker, Public Relations Coordinator  
 Melissa Olheiser, Accountant II  
 Lori Gibson, Executive Assistant  
 Jonathan Haller, GIS Analyst/Developer  
 Doris Rakowski, Executive Assistant

**Other Persons Present:**

Brian Iller, KID Legal Counsel

**APPROVAL OF AGENDA:** At the request of Mr. Freeman, consent agenda item #6, Short Plat SHP 2018-007 – Celski – Variance Request, was tabled.

**Vice President Rathbun moved to approve the agenda as modified. Director Huffman seconded the motion. The motion carried unanimously.**

**CONSENT AGENDA: Director McKenzie moved to approve the consent agenda. Vice President Rathbun seconded the motion. The motion carried unanimously.**

Items on the consent agenda were:

1. Minutes, KID Board Meeting, July 17, 2018
2. Short Plat 18-10 – Konko - Wet
3. Short Plat 18-11 – Fairchild – Wet
4. Short Plat 18-12 – Osborn – Wet
5. Short Plat SP 2018-03 – Jaya Holdings – Variance Request
6. Vouchers/Warrant Approval

**Accounts Payable**

Numbers:

	77231	through	77319	\$	349,008.18
	77320	through	77320	\$	1,713.38
	77321	through	77333	\$	40,453.60
	77334	through	77338	\$	98,434.79
Bank Drafts	FSA			\$	-
Bank Drafts	General			\$	-
Bank Drafts	AP			\$	122,548.14
<b>Total Accounts Payable</b>				<b>\$</b>	<b>612,158.09</b>

**Payroll**

Numbers:

34025	through	34030	\$	3,760.32	
34031	through	34031	\$	765.81	
Direct Deposit		7/20/2018	\$	125,435.09	
<b>Total Payroll</b>					<b>\$ 129,961.22</b>
<b>Total Disbursements</b>					<b>\$ 742,119.31</b>

**Voided Checks:** None

**PUBLIC COMMENTS:** None

**PRESENTATIONS:** None

**PUBLIC HEARING:** None

**BOARD REPORTS:** President Dennis briefly reported regarding Representative Dan Newhouse’s press conference to announce Title Transfer legislation, and Director Huffman and his attendance at the NWRA Western Water Seminar.

**ACTION ITEMS:**

**Policy 3.2-3 Water Delivery, Revision 4:** Ms. Hernandez briefly review recommended revisions to the policy including:

- Requirement for alternate Water Master
- Candidate with most acreage to prevail in tied Water Master election
- Suspension of water delivery pending election of new Water Master if existing Water Master and Alternate Water Master both incapacitated
- Selection of Alternate Water Masters by Water Master, not election
- Emergency turn off procedures
- District may approve and will try to accommodate requests submitted outside deadline for water turn on after an emergency turn off request
- District not required to send excess water usage notification and Water Masters to be referred to the online portal to monitor deliveries and usage

In response to a question from Director Venkata, discussion ensued regarding which KID staff would be designated to contact Water Masters in the event of an emergency shut off.

In response to a question from Director Huffman, how long it might take to elect a new Water Master was discussed.

Ms. Hernandez confirmed to Vice President Rathbun that there were about 141 private line areas and agricultural properties with Water Masters.

**Director McKenzie moved to approve Policy 3.2-3 Water Delivery, Revision 4. Director Huffman seconded the motion. The motion carried unanimously.**

**Memorandum of Understanding between Kennewick Irrigation District and Bureau of Reclamation, Pacific Northwest Region, Columbia-Cascades Area Office for the Chandler Electrification Project:** Mr. Freeman presented the proposed Memorandum of Understanding (MOU) between the United States Department of the Interior, Bureau of Reclamation, Pacific

Northwest Region, Columbia-Cascades Area Office (Reclamation), and the Kennewick Irrigation District. He said staff was pleased that the agreement referenced Section 1208(d) of the 1994 Yakima River Basin Water Enhancement Project (YRBWEP).

He said it identified roles and responsibilities of the signatories in an effort to establish a reimbursable account to determine the scope of the project through Reclamation's design and review process for the Chandler Electrification Project. He said the MOU would remain in effect until September 30, 2020 unless it was terminated earlier by either party.

Mr. Freeman confirmed to Director Huffman that provision of power for Chandler was in existing YRBWEP law.

In response to a question from Director McKenzie, Mr. Freeman said title transfer should have no impact on the Chandler Electrification project. He noted that a reserved work would not be conveyed with title transfer.

Options for operation of the facility, which could be the subject of another agreement, were discussed.

**Director Huffman moved to approve the Memorandum of Understanding with the unique Reclamation Agreement Number of R18MU13726 for the Chandler Electrification Project. Vice President Rathbun seconded the motion. The motion carried unanimously.**

**Professional Services Contract PS2016-02 Amendment No. 2:** Mr. McShane presented a proposed amendment to the July 2016 professional services contract with JUB Engineers, Inc., which would allow JUB to complete additional work related to plans to electrify the Chandler Power and Pumping Plant.

Discussion ensued regarding possible size, design and location of the related reservoir. Hydraulically controlled valves and emergency overflows were also discussed.

**Vice President Rathbun moved to approve Amendment No. 2 to Professional Services Contract PS2016-02. Director McKenzie seconded the motion. The motion carried unanimously.**

**Professional Services Contract PS2017-04 Amendment No. 1:** Mr. McShane presented the proposed amendment to the July 2017 professional services contract with JUB Engineers, Inc., which would allow JUB to provide oversight of the District's surveying activities for another year. He spoke briefly about cost for previous projects and said the expense was less than to have KID staff perform this service.

**Director Huffman moved to approve Amendment No. 1 to Professional Services Contract PS2017-04. Vice President Rathbun seconded the motion. The motion carried unanimously.**

#### **RESOLUTIONS:**

**Resolution 2018-29, Designation of Official Newspaper:** Mr. Freeman presented staff's recommendation to designate the Prosser Record-Bulletin (a legal publication in general circulation in Benton County) as the official newspaper of the District. He noted that there could be circumstances when the District needed to publish certain notices in the Tri-City Herald as well, and recommended designating it as the District's secondary official newspaper.

**Vice President Rathbun moved to approve Resolution 2018-29. Director McKenzie seconded the motion. The motion carried unanimously.**

**Resolution 2018-30, Authorize Lease Only of SW Conference Room:** Mr. Freeman presented his recommendation to conduct a public process to allow the Board to lease an under-utilized conference room and a parking space to an outside entity. He spoke briefly about pricing for lease of the space, services, furniture and leasehold tax. He said the plan to lease would be noticed in the newspaper and that the lease would be awarded by negotiation.

**Director Huffman moved to approve Resolution 2018-30. President Dennis seconded the motion. The motion carried unanimously.**

**STAFF REPORTS:**

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

- Off-highway diesel fuel use reporting and tax refund
- Recruitment of an Accounting Technician with payroll emphasis
- Reduction of number of properties on the foreclosure list

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

- NWRA Western Water Seminar topics
- Endothall treatment and vegetation management program
- Canal overtopping event
- 45<sup>th</sup> Avenue piping project and other planned projects
- Seeking bids on asphalt for projects
- Encroachment removal activities
- High temperatures and water usage

Director Huffman said the KID flaggers were doing a good job at the 45<sup>th</sup> Avenue job site. Discussion ensued about training and safety.

In response to a question from Director McKenzie, Mr. McShane confirmed that the connection between conservation and loss of return flows was discussed at the NWRA conference. Discussion ensued.

**Land & Water Resources Manager:** Mr. Defoe displayed and discussed web pages including:

- usbr.gov - Yakima River Five Reservoir Diagram and Water Year Graph
- usda.gov - Washington SNOTEL maps and graphs Hydromet (2 pages)
- noaa.gov - Pasco weather station Precipitation and Temperature graphs
- noaa.gov - One-Month and Three-Month Outlook maps

Mr. Defoe spoke briefly about rescheduling Ian Courter to give a presentation about his smolt predation investigation done for the ongoing Smolt Survival Study.

**District Manager:** Mr. Freeman reported regarding the overtopping event response and follow up training. He said instructions were received from Rubicon on programming hard limits for the gates. He commended Nick Rojas's quick thinking for realizing a road grader was needed and contacting Sharpe & Preszler Construction about a road grader he had observed at a nearby jobsite. They laid a berm to help stop the risk of overtopping at a low cost to the District. Mr. Freeman said responses to claims stemming from the event were being expedited.

Mr. Freeman also reported regarding:

- Title Transfer Legislation press conference
- Response to City of Kennewick Planning Commission intent to change zoning over a piece of KID property at Elliott Lake. Staff will continue to monitor this.
- Mr. Defoe to present about Title Transfer and Chandler Electrification to Benton County Commissioners on August 27<sup>th</sup>
- Tri-City Development Council and City of Kennewick's Shoreline Reconveyance meeting August 2<sup>nd</sup>
- Planning a Title Transfer open house

In response to a question from Director Huffman, Mr. Freeman spoke about KID's original loan and payoff.

In response to a question from Director McKenzie, Mr. Freeman reviewed implementation of KID's protocol for notifying cities and utilities of the potential hazard at the recent overtopping event. He noted the importance of the recent canal enlargement and lining at Kennedy Road to protecting the homes in the area from flooding. He also discussed use of the water wall and sand bags, cleanup of deployed materials and other follow up work.

**WORKSHOP:** None

**EXECUTIVE SESSION:** At 10:20 a.m., on behalf of the presiding officer, Mr. Iller announced that the Board would go into executive session after a five minute break at 10:25 a.m. for an estimated 20 minutes, to 10:45 a.m., to discuss pending litigation with legal counsel, as authorized by RCW 42.30.110(1) as related to a claim and to discuss with legal counsel potential litigation that had been specifically threatened or legal risks of a proposed action or current practice as it relates to rights of way and subdivisions, as authorized by RCW 42.30.110(1)(i)(iii). He said action was possible after the executive session but was not expected.

At 10:45 a.m., executive session was extended for five minutes.

**OPEN SESSION:** At 10:50 a.m., open session resumed.

President Dennis thanked KID staff for preparing the facility for the press conference. Mr. Freeman said Dan Crnkovich did a great job cleaning.

**Director Huffman moved to adjourn the meeting. Vice President Rathbun seconded the motion. The motion carried.**

Attest:

Witness:

  
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Dean Dennis, Board President  
Minutes Approved August 21, 2018

  
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Charles Freeman, District Manager

Prepared by Doris Rakowski