



**Board of Directors Meeting**  
Thursday, January 3, 2019, 9:00 a.m.  
Carl W. Petersen Board Room  
2015 S. Ely St., Kennewick, WA 99337

**Minutes**

2018 President Dennis called the meeting to order at 9:09 a.m. and Mr. Freeman called roll.

**Directors Present:**

Dean Dennis, 2018-2019 President  
Kirk Rathbun, 2018 Vice President  
Gene Huffman, 2019 Vice President  
David McKenzie  
Raman Venkata

**Staff Present:**

Charles Freeman, District Manager/Board Secretary  
Jason McShane, Engineering/Operations Manager  
Kipp Drummond, District Treasurer  
Seth Defoe, Land & Water Resources Manager  
Lynda Rosenbaum, Real Property Manager  
Doris Rakowski, Executive Assistant

**Other Persons Present:**

John Crotty, Counsel  
Joe Brogan, Counsel, via telephone

**APPROVAL OF AGENDA:** At the request of Mr. Freeman, a Travel Request was added to action items, and consideration of selection of a site or acquisition of real estate by lease or purchase was added to executive session. Executive session was rescheduled to earlier in the meeting.

**Director Rathbun moved to approve the revised agenda. Director Huffman seconded the motion. The motion carried unanimously.**

President Dennis gave control of the meeting to Mr. Freeman.

**Oath of Office:** Mr. Freeman administered the oath of office to Directors Venkata and Huffman.

**Election of Board President and Vice President:** Mr. Freeman called for Board President nominations. Director Huffman nominated Director Dennis and Director Rathbun seconded. Hearing no other nominations or discussion, Mr. Freeman called for a vote. Director Dennis was elected unanimously as Board President.

Mr. Freeman called for Vice President nominations. Director Rathbun nominated Director Huffman and Director McKenzie seconded. Hearing no other nominations or discussion, Mr. Freeman called for a vote. Director Huffman was elected unanimously as Board Vice President.

Mr. Freeman gave control of the meeting to President Dennis.

**EXECUTIVE SESSION:** At 9:15 a.m., Mr. Freeman announced on behalf of the presiding officer that the Board would go into executive session to discuss with legal counsel representing the agency litigation, pursuant to RCW 42.30.110(1)(i), and to consider of the selection of a site or the acquisition of real estate by lease or purchase, pursuant to RCW 42.30.110(1)(b), for approximately 20 minutes.

Executive session was extended for 20 minutes at 9:35 a.m., for 10 minutes at 9:55 a.m., for 10 minutes at 10:05 a.m., and for 5 minutes at 10:15 a.m.

**OPEN SESSION:** The meeting returned to open session at 10:20 a.m., and President Dennis called a short break. The meeting resumed at 10:30

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

Items approved on the consent agenda were:

1. Minutes, KID Board Meeting, December 17, 2018
2. Final Plat - Kingwood Estates - Wet
3. Vouchers/Warrant Approval

**Accounts Payable**

Numbers:

	78074	through	78074	\$	222.23
	78075	through	78075	\$	231.19
	78076	through	78107	\$	52,165.17
	78108	through	78147	\$	306,595.63
	78148	through	78149	\$	9,413.21
Bank Drafts	FSA			\$	-
Bank Drafts	General			\$	-
Bank Drafts	AP			\$	74,641.19
<b>Total Accounts Payable</b>				<b>\$</b>	<b>443,268.62</b>

**Payroll**

Numbers:

	34067	through	34068	\$	1,932.58
Direct Deposit		12/20/2018		\$	119,655.53
<b>Total Payroll</b>				<b>\$</b>	<b>121,588.11</b>
<b>Total Disbursements</b>				<b>\$</b>	<b>564,856.73</b>

**Voided Checks:** None.

**PUBLIC COMMENTS:** None

**PRESENTATIONS:** None

**PUBLIC HEARING:** None

**BOARD REPORTS:** None

**ACTION ITEMS:**

**Review of Policy 1.1 Conflict of Interest–Board Members/District Officers:** Mr. Freeman reminded the Board and District Officers review the Conflict of Interest policy and complete their annual disclosure forms.

**Confirmation of Bylaws:** Mr. Freeman reported that he reviewed the KID Bylaws for pertinence and accuracy, and recommended the following changes:

- Update mission statement as revised on December 4, 2018
- Change election of President and Vice President to every two years
- Change list of water resource management organizations
- Update of Land & Water Resources Manager title
- Add direction regarding District Manager’s assistance in the work of the National Water Resource Association and Yakima Basin Integrated Water Resource Management Plan

- Change direction to District Manager to keep abreast of the actions of the Yakima Basin Joint Board to reflect non-voting status
- Update of Director Position Expiry dates

Discussion ensued regarding language for election of President and Vice President.

**Director Rathbun moved to confirm the KID Bylaws. Vice President Huffman seconded the motion. The motion carried unanimously.**

**Confirmation and Appointment of District Officers and Board Secretary:** Mr. Freeman recommended retention of the previously appointed District Officers:

Board Secretary:	Charles Freeman
Assistant Secretary:	Jason McShane
Treasurer:	Kipp Drummond
Auditing Officer:	Melissa Olheiser
Asst Auditing Officer:	Kipp Drummond
Claims Agent:	Dana Hernandez
Public Records Officer:	Doris Rakowski
Legal Firms:	Foster Pepper PLLC (water rights, supply and municipal issues) Western Legal PLLC (federal issues)

**Vice President Huffman moved to retain the Board Secretary, legal firms, and all District Officers previously appointed. Director Rathbun seconded the motion. The motion carried unanimously.**

**Discussion of Appointments of Committee Members and Chairs:** President Dennis asked the Directors to communicate their preferences for appointments to be made at the next meeting.

**Discussion of Appointment of Board Representatives to Meetings of Other Agencies:** President Dennis asked the Directors to communicate their preferences for appointments to be made at the next meeting.

**Travel Request – Integrated Plan:** Mr. McShane requested authorization to travel to Washington D.C. to represent the KID and lower river interests at meetings of the Integrated Plan leadership. He reported that the hotel was corrected on the form for signature.

**Vice President Huffman moved to authorize the Engineering/Operations Manager to travel to Washington D.C. in February 2019. Director McKenzie seconded the motion. The motion carried unanimously.**

**RESOLUTIONS:**

**Resolution 2019-01, Rates, Charges and Assessments:** Mr. Freeman requested approval of the 2019 rates, charges and assessments, which were considered during the budget and equalization process.

**Director Rathbun moved to adopt Resolution 2019-01 setting the Rates, Charges and Assessments Roll - Tiers and Tolls, Surcharges applicable to certain locations or services, USBR debt payments, and excess water rates for 2019. Director McKenzie seconded the motion. The motion carried unanimously.**

**STAFF REPORTS:**

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

- Payroll activities including Social Security changes, COLA increases, and 2018 IRS filings
- Assessment calendar mailing goals and accounts receivable set up activities
- Draft January financial reports
- Washington Paid Family and Medical Leave

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

- Amon Wasteway in channel construction
- Canal lining activities
- KID campus landscaping, gate and earthwork
- Customer reconnects
- Engineering projects
- Receipt and inspection of new scrapers

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

- usbr.gov - Yakima River Five Reservoir Diagram and Water Year Graph
- noaa.gov - Pasco weather station Precipitation and Temperature graphs for the water year and the calendar year, and Three-Month Outlook maps

At Director McKenzie's request, Mr. Defoe spoke about the proposed Drought Resiliency policy and its SEPA review. Mr. Freeman said he planned to bring the policy to the next Board meeting.

Snow pack, total water supply estimation, and the Drought Resiliency policy were discussed.

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

- Title Transfer Bill
- Lorayne J potable system transfer to City of Richland
- U.S. Bureau of Reclamation call next week
- All staff annual training - January 17<sup>th</sup>

Potential candidates for Interior Secretary were briefly discussed.

President Dennis thanked the Board and staff for support over the last year and the opportunity to serve as President for another year.

**WORKSHOP:** None

**Director McKenzie moved to adjourn at 11:15 a.m. Director Rathbun seconded the motion. All present voted in favor and the motion carried.**

Attest:



Dean Dennis, Board President  
Minutes Approved January 15, 2019

Witness:



Charles Freeman, Board Secretary

Prepared by Doris Rakowski