



KENNEWICK IRRIGATION DISTRICT

Board of Directors Meeting
Tuesday, February 5, 2019, 9:00 a.m.
Carl W. Petersen Board Room
2015 S. Ely St., Kennewick, WA 99337

Minutes

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

Directors Present:

Gene Huffman, Vice President
Kirk Rathbun
David McKenzie
Raman Venkata, via telephone

Staff Present:

Charles Freeman, District Manager/Board Secretary
Jason McShane, Engineering/Operations Manager
Kipp Drummond, District Treasurer
Seth Defoe, Land & Water Resources Manager
Dana Hernandez, Customer Accounts Supervisor
Doris Rakowski, Executive Assistant

Directors Absent:

Dean Dennis, President

Other Persons Present: John Crotty, Counsel

Director Rathbun moved to excuse President Dennis’s absence for medical reasons. Director McKenzie seconded the motion. All present voted in favor and the motion carried.

APPROVAL OF AGENDA: Director Rathbun moved to approve the agenda. Director McKenzie seconded the motion. All present voted in favor and the motion carried.

CONSENT AGENDA: Vice President Huffman said the Board needed to select the second traveler for the Chile Irrigation Education Tour. Discussion ensued.

Director Rathbun nominated Vice President Huffman. Director McKenzie seconded the motion. All present voted in favor and the motion carried.

Director McKenzie moved to approve the consent agenda with the change made. Director Rathbun seconded the motion. All present voted in favor and the motion carried.

Items approved on the consent agenda were:

1. Minutes, KID Board Meeting, January 15, 2019
2. Travel Authorization - Tyler Connect 2019 User Conference
3. Travel Authorization - Irrigation Leader Chile Irrigation Education Tour
4. Vouchers/Warrant Approval

Accounts Payable

Numbers:

78158	through	78229	\$	208,012.53
78230	through	78230	\$	920.58
78231	through	78235	\$	98,237.43
78236	through	78236	\$	228.26
78237	through	78237	\$	292.15
78238	through	78238	\$	170.00
78239	through	78300	\$	145,913.32
78301	through	78301	\$	13,215.65

Bank Drafts	FSA	\$	-
Bank Drafts	General	\$	-
Bank Drafts	AP	\$	125,024.23
Total Accounts Payable		\$	592,014.15

Payroll

Numbers:

	34117	through	34119	\$	7,894.67
	34120	through	34122	\$	3,233.02
Direct Deposit			1/18/2019	\$	133,340.85
Total Payroll					\$ 144,468.54
Total Disbursements					\$ 736,482.69

Voided Checks: Ck# 34095 – Void; Ck# 78228 – Void

PUBLIC COMMENTS: None

PRESENTATIONS: None

PUBLIC HEARING: None

BOARD REPORTS: Director Rathbun reported regarding the recent Irrigation Leader O&M Workshop in Phoenix.

Vice President Huffman spoke about a hydrologist’s comment that the profile of groundwater in mountains was low, so snow melt may recharge ground water before returning to the river.

ACTION ITEMS:

Appointment of Committee Members and Chairs: Vice President Huffman proposed to appoint directors to committees as proposed by President Dennis at the previous meeting.

Director Rathbun moved to adopt the committee appointments as proposed. Director McKenzie seconded the motion. All present voted in favor and the motion carried.

Appointment of Board Representatives to Meetings of Other Agencies: Vice President Huffman proposed to appoint directors as Board representatives to meetings of other agencies as proposed by President Dennis at the previous meeting. He noted that it would be necessary to call on volunteers to cover President Dennis’s assignments during his absence.

Director Rathbun move to adopt the appointments of Board representatives to meetings of other agencies as proposed. Director McKenzie seconded the motion. All present voted in favor and the motion carried.

Revision to Authorization to Award Contract PC2018-93: Mr. McShane said the revision was to clarify that the District Manager was authorized to exercise provisions of contract, as well as award the contract.

Discussion ensued regarding the Washington State contracting standards used by KID.

In response to a question from Director Venkata, Mr. McShane confirmed the only change was to add execution of contract provisions by Mr. Freeman.

Director McKenzie moved to award Contract PC2018-93 Purchase of HDPE Liner to Northwest Lining & Geotextile Products, Inc., in the revised amount of \$136,124.27 (including tax), and authorize the District Manager, Charles Freeman, to execute said contract and change order. Director Rathbun seconded the motion. All present voted in favor and the motion carried.

Revision to KID Policy 2.3 Travel Authorization and Reimbursement: Vice President Huffman noted that the proposed policy revision was distributed at the meeting. Mr. Freeman presented the proposed changes by line.

Director Rathbun approve revisions to Policy 2.3, Travel Authorization and Reimbursement. Director McKenzie seconded the motion. All present voted in favor and the motion carried.

PS 2016-02 Chandler Electrification (Phase 1) Contract Amendment: Mr. McShane distributed the memo regarding Contract Amendment # 3 for JUB Engineering.

Mr. Freeman reported that, at the Tri-State Meeting, Dawn Wiedmeier, of the U. S. Bureau of Reclamation (USBR), was complimentary of Chandler and spoke of KID's isolating reservoir concept as viable. Discussion followed.

Mr. McShane reported that the project was ready to proceed to the 30% design level. He noted that KID was waiting to hear from the USBR what their Technical Services Center will be doing and what their requirements will be. The next meeting with the USBR would be February 12th

Director Venkata spoke about 30 and 60% design levels and the importance of inviting the USBR to meetings at this design level. Mr. McShane spoke about process for USBR involvement in the project. Discussion followed.

Director Rathbun moved to approve Amendment No. 3 to Professional Services Contract PS2016-02. Director McKenzie seconded the motion. All present voted in favor and the motion carried.

RESOLUTIONS:

Resolution 2019-04, Sole Source - Rubicon Gates: Mr. McShane presented the request for a sole source purchase of nine gates. He spoke about why they were unique in the industry, and noted that they were consistent with the gates previously installed by the District.

Mr. McShane identified the types of gates and meters proposed for installation at each planned location, and spoke about uses of the gates in those applications.

Mr. McShane noted that these were part of the drought mitigation plan, but requested that funding come from Realty Reserves, in order to hold enough funds in the Drought Mitigation fund in case this was a low water supply year. It was noted that approval of four Directors was needed to approve expenditure from Realty Reserve fund.

In response to questions from Director Rathbun, planned installations of meters were further discussed.

Mr. McShane confirmed to Vice President Huffman that KID was approved by Rubicon to make modifications to the gate frames.

Vice President Huffman spoke in favor of the purchase.

Labor savings from automatic and remote gate adjustments were discussed, as were possible additional locations for installations and potential intermediate storage levels.

Director McKenzie moved to approve funding the purchase and installation of up to nine (9) Automated Control and Metering gates in an amount not to exceed \$250,000 with funding coming from the Realty Reserve Fund. Director Rathbun seconded the motion. All present voted in favor and the motion carried.

Director McKenzie moved to approve Resolution 2019-04 Authorization to Waive Competitive Bidding and Award a Contract to Purchase Rubicon Automated Control and Metering Gates Pursuant to RCW 87.03.435(3)(c), and authorize Charles Freeman, District Manager, to execute the contract. Director Rathbun seconded the motion. All present voted in favor and the motion carried.

Resolution 2019-05, Sole Source - Endothall - Cascade UPI: Mr. McShane presented the request for sole source purchase of Endothall from the producer, United Phosphorus, Inc. He reported that the two chemicals, Cascade and Tieton, were only sold directly by the producer. He spoke about the district's vegetation management plan and use of the chemicals.

In response to a question from Vice President Huffman, Mr. McShane spoke about the impact of lining on the vegetation control program.

Mr. McShane confirmed to Mr. Freeman that the purchase was for one application, though it was possible some would be left over if conditions were good this year.

Director Rathbun moved to approve Resolution 2019-05 Authorization to Waive Competitive Bidding Award a Sole Source Contract to Purchase Endothall Aquatic Herbicide Formulation, pursuant to RCW 87.03.535(3)(c), and authorize Charles Freeman, District Manager, to execute said contract. Director McKenzie seconded the motion. All present voted in favor and the motion carried.

At 9:50 a.m., Vice President Huffman called a short break.

At 10:00 a.m., the meeting resumed in open session.

STAFF REPORTS:

Finance Manager: Mr. Drummond reported regarding:

- Assessment billing preparation
- Year-end reporting
- Credit card service charge cost recovery
- Lorayne J

Engineering/Operations Manager: At Mr. McShane's request, Mr. Woodard displayed information on the overhead screens and presented challenges and benefits of a proposed 1.8 Highland Feeder Bypass project.

Discussion ensued regarding potential power savings of about \$15,000 per year, and possible future extension of the concept.

Mr. Woodard displayed and spoke about a map labeled “Future Pump Consolidation”.

Mr. McShane spoke about timing of the project and possible funding from outside sources.

Mr. Woodard presented his draft engineer’s estimate for project costs, totaling just over \$2 million. He noted there several actions were taken previously which supported this project.

In response to a question from Director Rathbun, Mr. McShane said that if there were adequate participation, the District planned to relieve the unused area of the current Highland Feeder back to the landowners. He said storage at a high elevation was preferred, and there was only a USBR easement over that land, not KID or USBR ownership. He spoke about developer’s interest in the program and potential financial participation.

In response to a question from Mr. Drummond, Mr. McShane spoke about USBR’s abandonment and relocation program.

Mr. McShane spoke about a new NOAQ flood control tube wall product, which could be used for flood control or a temporary, in-canal check structure. Images and video from the company website were displayed. Mr. McShane said this option would be less costly than a concrete structure and Rubicon gate, or a claim.

Mr. McShane spoke briefly about the snow contingency work plan for the next ten days and reported that his trip to Washington D.C. for the Integrated Plan was cancelled and refunded due to the weather.

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

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

District Manager: Mr. Freeman reported regarding:

- February 7 - Rural Water Supply Task Force meeting regarding whether to meter domestic exempt wells, and limiting irrigation from that source.
- Irrigation Leader O&M Workshop

In response to a question from Vice President Huffman, Mr. Freeman spoke briefly about the Lorayne J meeting scheduled for 6:30 p.m. on February 7th.

WORKSHOP: None

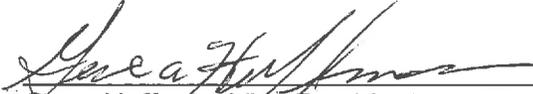
EXECUTIVE SESSION: At 10:53 a.m., Mr. Freeman announced on behalf of the presiding officer that the Board would go into executive session for an estimated 30 minutes, beginning at 11:00 a.m., following a short break, to discuss with legal counsel representing the agency litigation, pursuant to RCW 42.30.110(1)(i) and to discuss with legal counsel representing the agency potential litigation, in the form of litigation or legal risks of a proposed action or current practice, pursuant to RCW 42.30.110(1)(i)(iii).

OPEN SESSION: At 11:30 a.m., the meeting returned to open session.

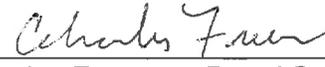
Director McKenzie move to adjourn the meeting. Director Rathbun seconded the motion. All present voted in favor and the motion carried.

Attest:

Witness:



Gene Huffman, Vice President
Minutes Approved February 19, 2019



Charles Freeman, Board Secretary

Prepared by Doris Rakowski