



**Board of Directors Meeting**  
 Tuesday, May 7, 2019, 9:00 a.m.  
 Carl W. Petersen Board Room  
 2015 S. Ely St., Kennewick, WA 99337

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

**Directors Present:**

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

**Staff Present:**

Charles Freeman, District Manager  
 Kipp Drummond, District Treasurer  
 Seth Defoe, Land & Water Resources Manager  
 Jason McShane, Engineering/Operations Manager  
 Lori Gibson, Executive Assistant to Engineering  
 Melissa Olheiser, Accountant II  
 Shelbea Voelker, Public Relations Coordinator  
 Doris Rakowski, Executive Assistant

**Other Persons Present:**

John Crotty, Counsel

**Vice President Huffman moved to approve the absence of Director Rathbun. Director McKenzie seconded the motion. All present voted in favor and the motion carried.**

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

**CONSENT AGENDA: Vice President Huffman moved to approve the consent agenda. Director McKenzie seconded the motion. All present voted in favor and the motion carried.**

Items approved on the consent agenda were:

1. Minutes, KID Board Meeting, April 16, 2019
2. Short Plat 2019-04 Hancock - Dry
3. Short Plat 19-05 Burton - Wet
4. Vouchers/Warrant Approval

**Accounts Payable:**

Numbers:

78627	through	78629	\$	947.92
78630	through	78630	\$	388.54
78631	through	78711	\$	365,678.66
78712	through	78712	\$	2,204.48
78713	through	78713	\$	20,211.82
78714	through	78714	\$	403.45
78715	through	78715	\$	447.68
78716	through	78720	\$	96,615.28
78721	through	78721	\$	175.99
78722	through	78722	\$	4,493.64
Bank Drafts	FSA		\$	-
Bank Drafts	General		\$	-
Bank Drafts	AP		\$	140,152.80
<b>Total Accounts Payable</b>			<b>\$</b>	<b>631,720.26</b>

**Payroll:**

Numbers:

	34140	through	34141	\$	288.18	
Direct Deposit		4/19/2019		\$	161,405.21	
<b>Total Payroll</b>						<b>\$ 161,693.39</b>
<b>Total Disbursements</b>						<b>\$ 793,413.65</b>

**Voided Checks:** None

**PUBLIC COMMENTS:**

**Richard Yrjanson**, 5207 W. 14 Ave., abutting PUB/KID/BPA substation property. Mr. Yrjanson said he spoke to KID two years ago about weeds on the property. Referred to photos he distributed with a letter, Mr. Yrjanson said the weeds were under control and lots of work had been done to improve the property. He described an incident when he asked teenagers living in a van and littering on the property to leave.

Mr. Yrjanson reported three issues: water leaking from somewhere on east side under BPA equipment, dust from traffic on the dirt roads when the gate on 14<sup>th</sup> Avenue was not shut and locked, and garbage blowing in along the fence line. He recommended signage that it was government property, but said he did not pedestrian crossing. He also requested that the opening for wind-blown debris along the fence and the water leak be addressed.

President Dennis thanked Mr. Yrjanson for his report.

Discussion ensued regarding wind-blown garbage, replacement of a missing lock, zoning of the property, and fire concerns.

**PRESENTATIONS:**

**March 2019 Financial Reports:** Mr. Drummond presented highlights of preliminary report pages including:

- Balance Sheet-As of March 31, 2019 - DRAFT
- Statement of Revenues & Expenditures-Budget to Actual, Summary-Year to Date
- Statement of Revenues & Expenditures-Actual, Comparative – 3 Months Ended
- Fund Balance Change, as of March 31, 2019 – DRAFT
- Cash Investment Report, as of March 31, 2019

Mr. Drummond said the April 2019 Financial Reports would be presented at the June 4<sup>th</sup> meeting.

**Director McKenzie moved to accept the draft financial statements for March 2019. Director Venkata seconded the motion. All present voted in favor and the motion carried.**

**PUBLIC HEARING:** None

**BOARD REPORTS:** None

**ACTION ITEMS:**

**Title Transfer Memorandum of Agreement (MOA) Modification:** Mr. Defoe spoke about progress following the November 2017 Board authorization of the MOA. He reported that the sole purpose of the modification is to grant an extension through September 30, 2020.

**Vice President Huffman moved to authorize Charles Freeman, KID Manager, to sign Modification No. 001 to Memorandum of Agreement Number R18MA13703 between Kennewick Irrigation District and Bureau of Reclamation, Pacific Northwest Region, Columbia-Cascades Area Office. Director McKenzie seconded the motion. All present voted in favor and the motion carried.**

**RESOLUTIONS:**

**Resolution 2019-12, Confirmation of Proclamation of Emergency and Authorization to Waive Competitive Bidding Process - PSA 117:** Mr. Freeman spoke about the cause of the emergency and asked the Board to confirm his proclamation of emergency and authorize waiving the competitive bidding process. He said costs would be taken from the Risk Management Mitigation Fund.

**Vice President Huffman moved to approve Resolution 2019-12, Confirmation of Proclamation of Emergency and Authorization to Waive Competitive Bidding Process - PSA 117. Director McKenzie seconded the motion. All present voted in favor and the motion carried.**

**Resolution 2019-13, Lauria Meadows Voluntary Mitigation Development Agreement:** Mr. McShane presented the terms of the proposed mitigation, by a per lot contribution, reimbursed upon transfer of parcel ownership from the developer, a building permit application, or utilization of the irrigation water on the property.

Mr. McShane confirmed to Mr. Freeman that the developer would be allowed to connect to the gravity line.

**Director McKenzie moved to approve Resolution 2019-13, Lauria Meadows Voluntary Mitigation Development Agreement. Vice President Huffman seconded the motion. All present voted in favor and the motion carried.**

**Director McKenzie moved to approve the Lauria Meadows final plat contingent upon the developer's compliance with KID's conditions of approval. Director Venkata seconded the motion. All present voted in favor and the motion carried.**

**Resolution 2019-14, Amendment #1: Center Village Voluntary Mitigation Development Agreement:** Mr. McShane reported that the amendment was needed because utilities crossed the pump station easement, and the pump station would be relocated. He presented terms of the amendment.

Mr. McShane said a missing vicinity map exhibit would be provided for the meeting file.

He said water was running in the area and no problems had been reported.

**Director Venkata moved to approve Resolution 2019-14, Amendment #1: Center Village Voluntary Mitigation Development Agreement. Director McKenzie seconded the motion. All present voted in favor and the motion carried.**

Mr. McShane noted that the name of the signatory for the Lauria Meadows resolution was changed at the request of the developer.

**Resolution 2019-15, Union Street Development System Takeover:** Mr. McShane left the room and Mr. Freeman noted that Mr. McShane had recused himself from this issue.

Mr. Freeman noted that the private line area (PLA) system owner, Roger Gray, who proposed transfer of the system to KID, was present.

Mr. Freeman spoke about the need to lift a pump and the estimated cost for that work. He said the cost would be distributed between the property owners in the area.

Mr. Freeman reported that 69 advisory votes in favor of PLA takeover, and none in opposition, were received out of 153 lots.

Mr. Freeman briefly reviewed the resolution.

Mr. Freeman reported that the purchase and sale agreement was prepared by Mr. Gray's attorney and reviewed by KID's counsel. He briefly reviewed terms of the agreement.

Mr. Freeman said he thought the agreement was a win for both parties. He said Mr. Gray had provided detailed and methodical documentation.

Mr. Grey spoke in appreciation of the KID administrative and engineering staff, and in favor of approval of the resolution.

**Vice President Huffman moved to approve Resolution 2019-15, Authorization for System Take-Over Union Street Development CO., Inc. and direct KID Staff to amend the assessment for the 153 properties transferring from PLA to KID. Director McKenzie seconded the motion. All present voted in favor and the motion carried.**

Signing and notarizing of the paperwork was coordinated.

**Resolution 2019-17, Sole Source Purchase of Allen-Bradley Analog Cards:** Mr. McShane presented the sole source purchase request needed to maintain system continuity and limit training expense

**Vice President Huffman moved to approve Resolution 2019-17, Sole Source Purchase of Allen-Bradley Analog Cards. Director McKenzie seconded the motion. All present voted in favor and the motion carried.**

**Resolution 2019-18, Sole Source Purchase of Vector Parts from Owen Equipment:** Mr. McShane presented request for confirmation of the sole source purchase of needed proprietary pressurization parts costing under \$5,000.

**Director McKenzie moved to approve Resolution 2019-18, Sole Source Purchase of Vector Parts from Owen Equipment. Director Venkata seconded the motion. All present voted in favor and the motion carried.**

**STAFF REPORTS:**

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

- Payroll Accounting Technician opening
- Annual reporting

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

- Water season startup activities including:
  - A repair at that could require the canal flow to be reduced.
  - Pump installation
  - Hills West construction at Brentwood and Adair Drive
- Chandler Electrification
- Upcoming Integrated Plan Implementation and Executive committee meetings
- Vegetation management

In response to a question from President Dennis, Mr. McShane spoke about the number of crews out each day and how priorities were set based on how long water was off, how many people were impacted, and inconsistency of supply. He spoke about replacement of individual valves.

In response to a question from Mr. Freeman, Mr. McShane said singular gate valves were the most common failure, and that less than five of the new three-way valves had been replaced.

In response to a question from Vice President Huffman, Mr. McShane reported regarding a problem identified by SCADA, which was corrected before a Red Mountain customer reported it.

In response to a question from Director McKenzie, Mr. McShane spoke about potential outages, if the canal were taken down.

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

- usbr.gov - Yakima River Five Reservoir Diagram, and Water Year Graph. Release of conserved water for out-migrating smolts was discussed.
- usda.gov – Snow pack map
- noaa.gov - Pasco weather station Precipitation and Temperature graphs.
- noaa.gov - One-Month and Three-Month Outlook maps, and El Niño Advisory

**EXECUTIVE SESSION:** At 10:24 a.m., Mr. Freeman announced on behalf of the presiding officer that, following a break, the Board would go into executive session at 10:30 a.m. for approximately 30 minutes, 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 legal risks of a proposed action or current practice, pursuant to RCW 42.30.110(1)(i)(iii).

Executive session was extended for 20 minutes at 11:00 a.m., and for 5 minutes at 11:20 a.m.

**OPEN SESSION:** At 11:25 a.m., the meeting returned to open session.

**STAFF REPORTS, continued:**

**Land & Water Resources Manager:** Mr. Defoe reported regarding cultural resource management and working with Mr. Harvey, a consultant. Discussion followed.

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

- Community event
- Retreat
- Commercials
- Tri-State meeting
- Staff luncheon

- Meeting with City of Kennewick
- Future meetings with other entities
- Revisions to the Drought condition level chart and planned publication

**WORKSHOP:** None

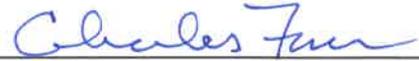
**Director McKenzie moved to adjourn at 11:37 a.m. Vice President Huffman seconded the motion. The motion carried unanimously.**

Attest:

Witness:



Dean Dennis, President  
Minutes Approved May 21, 2019



Charles Freeman, Board Secretary

Prepared by Doris Rakowski