



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
 Kirk Rathbun

Staff Present:

Charles Freeman, District Manager
 Kipp Drummond, District Treasurer
 Jason McShane, Engineering/Operations Manager
 Seth Defoe, Land and Water Resources 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

APPROVAL OF AGENDA: Mr. Freeman asked to add a training/travel request to the agenda.

Director McKenzie moved to approve the amended agenda. Director Rathbun seconded the motion. The motion carried unanimously.

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

Items approved on the consent agenda were:

1. Minutes, KID Board Meeting, May 21, 2019
2. Vouchers/Warrant Approval

Accounts Payable:

Numbers:

	78809	through	78893	\$	231,785.45
	-	through	-	\$	-
Bank Drafts	FSA			\$	1,499.48
Bank Drafts	General			\$	14,781.44
Bank Drafts	AP			\$	103,297.05
Total Accounts Payable				\$	351,363.42

Payroll:

Numbers:

	34142	through	34143	\$	581.76
Direct Deposit		5/20/2019		\$	145,296.69
Total Payroll				\$	145,878.45
Total Disbursements				\$	497,241.87

Voided Checks: None

PUBLIC COMMENTS: None

PRESENTATIONS:

April 2019 Financial Reports: Mr. Drummond said the April Financial Reports would be presented at the next Board meeting.

Levels of Service: Mr. Freeman spoke briefly about demands on the Engineering Department and said he assigned Mr. McShane to report to the Board about workload and recommendations.

Mr. McShane distributed and reviewed an Engineering Department tasks overview. Mr. Freeman confirmed it was not comprehensive and said did not include the Tuesday Technical Review Committee review list of mostly private projects. Mr. McShane spoke about balancing staff skills with the demands on their time.

Mr. McShane reported that the contracted Professional Land Surveyor was no longer willing to supervise and direct KID's surveying crews, and that required his own crews be used, resulting in a significantly increased cost to KID. He said that considering the cost and the amount of work needing to be accomplished, hiring a Professional Land Surveyor would be cost-effective.

Mr. McShane said a large portion of the engineers' time was spent coordinating with the public, and could be better spent on design work. A Professional Land Surveyor would also take on the time-consuming coordination.

Mr. McShane explained why locating functions should be moved to the field bargaining group. He said locates had only been in the engineering group due to engineering functions, such mapping and CAD work, construction inspection, and SCADA assistance, required of the combined, Locator/Engineering Technician position.

Mr. McShane spoke about allocation of engineers' time and said he expected there to be regular work for a Professional Land Surveyor for at least 5 years, due to canal lining and pipeline replacement programs.

In response to Vice President Huffman's questions, Mr. McShane spoke about the benefit of having a surveyor on staff and said the annual budget increase of about \$40,000, would be offset by the reduction in contracted services.

At Director Venkata's request, Mr. McShane spoke about learning from experience, creating templates for master plans and other tasks, and learning from project completion de-briefings.

Vice President Huffman said he understood Engineering's workload, in light of growth in the Tri-Cities. Discussion ensued.

Mr. McShane confirmed to Director Venkata that Dan Tissell coordinated Engineering Department efforts and Darin Arbogast was the Project Manager.

At Director Rathbun's request, Mr. McShane spoke about the hours of work put into master plans.

PUBLIC HEARING: None

BOARD REPORTS: Vice President Huffman congratulated Mr. Crotty on his seat at the dais and asked that a name plate be ordered.

ACTION ITEMS:

Confirm Revised Job Description - Executive Department: Mr. Freeman asked the Board to confirm the job description which he updated to include Public Records Officer duties. He said the Cities of Kennewick, Richland and Yakima, did not have comparable descriptions combining Public Records Administrators, elections and Executive Assistant. He said the resolution later in the meeting would move the salary range higher.

Vice President Huffman moved to accept the Executive Assistant to the District Manager Job Description revision. Director Venkata seconded the motion. The motion carried unanimously.

Confirm New and Revised Job Descriptions - Engineering and Operations Departments: Mr. McShane asked the Board to confirm the new Professional Land Surveyor job description for the office bargaining unit. Placement of the position in the field bargaining unit was discussed.

Director Rathbun said the position made sense in terms of workload, aging infrastructure, locates, and capital improvements.

Director Venkata said he liked the job analysis in the job description.

Director Rathbun moved to accept the Professional Land Surveyor Job Description. Director McKenzie seconded the motion. The motion carried unanimously.

Professional Services Agreement - Northwest Cultural Resources Services: Mr. Freeman spoke about cultural resources review requirements for many capital improvement program activities, and said some of the specialized skills, outside of KID's in-house abilities, were needed.

He spoke about David Harvey's experience, expertise, and strong relationship with the U.S. Bureau of Reclamation. He said Mr. Harvey's hourly rate was \$135.00 plus out of pocket expenses, and recommended that KID contract Mr. Harvey's services.

Discussion ensued regarding cultural resources review and title transfer, limited categorical exclusions, and a potential future memorandum of understanding with KID, the USBR, and the Washington Department of Archaeology and Historic Preservation.

Mr. McShane confirmed to Director Venkata that there was no conflict of interest from Mr. Harvey's other work at this time.

At Ms. Olheiser's request, Mr. Freeman said the contract would be revised to require an itemized receipt for meals, and no purchases of alcohol would be reimbursed.

Vice President Huffman moved to approve an agreement between KID and Northwest Cultural Resources Services, with modifications. Director Venkata seconded the motion. The motion carried unanimously.

Professional Services Agreement - Situational Awareness Institute: Mr. Freeman presented a proposed agreement with Situational Awareness Institute. He said the enhanced agreement for \$1,100 per month would include on-line training, yearly onsite training for a minimum of two days, facility security assessments, and up to eight hours per month of phone or email consultations regarding personnel or other security issues. Any additional pre-approved work would be billed at \$125.00 per hour, plus required travel and materials. He said the contract

would be modified to require an itemized receipt for meals, and no purchases of alcohol would be reimbursed.

In response to a question from President Dennis, Mr. Freeman said the insurance company provided \$1,000 to help offset the cost of Mr. Ball's training for the last two years.

Mr. Freeman confirmed to Director McKenzie that online training would be available on demand. Discussion ensued.

Director Venkata noted a clerical correction to be made in section 2C of both contracts.

At the Board's request, Mr. Freeman said he would provide copies of the emergency manual.

Electronic door locks and gate sensors were discussed, as was recruitment testing for non-union employees.

Director McKenzie moved to approve an agreement between KID and the Situational Awareness Institute. Director Venkata seconded the motion. The motion carried unanimously.

Training/Travel Request: Mr. Freeman presented the request for an employee to travel for training on How to Communicate with Diplomacy, Tact, and Credibility.

Director Rathbun moved to approve the travel estimate for Jonathan Haller. Director McKenzie seconded the motion. The motion carried unanimously.

RESOLUTIONS:

Resolution 2019-19, 2019 Authorized Positions & Salary Range Revision: Mr. Freeman presented the proposed resolution to authorize the Professional Land Surveyor position and salary range which would replace the Locator/Engineering Technician position, to adjust the salary of the Executive Assistant to the District Manager, to add one Maintenance Laborer position and to authorize six Temporary Maintenance Laborer positions. He noted that a corrected resolution had been distributed at the meeting.

Mr. McShane spoke about the Temporary Maintenance Laborer positions. These positions would be PERS eligible, resulting in about a 10% cost increase.

Director Venkata moved to approve Resolution 2019-19, 2019 Authorized Positions and Salary Range Revision. Director Rathbun seconded the motion. The motion carried unanimously.

STAFF REPORTS:

Finance Manager: Mr. Drummond noted that he would be out for medical reasons next week, and then would work from home for a period of time. He reported regarding:

- Reconciliations and potential related system changes
- Payroll Technician position

Engineering/Operations Manager: Mr. McShane reported that the storage control date of prorating of June 3rd was announced yesterday. He spoke about voluntary scheduling, trimming canals, and stringent drought procedures. He said the availability to call for direct storage releases should delay the date KID's supply would be curtailed.

Mr. McShane also reported regarding:

- Aquatic vegetation treatments
- Maintenance activities
- Construction activities
- Cultural resources review with the USBR

In response to a question from President Dennis, Mr. McShane spoke about training for employees regarding heat safety, and related resources provided in the field.

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 – State-wide Snow pack map
- noaa.gov - Pasco weather station Precipitation and Temperature graphs, One-Month and Three-Month Outlook maps, and El Niño Advisory

Mr. Defoe said he would attend a Water User Sub-Committee meeting on June 10th.

District Manager: Mr. Freeman said he would review KID's response to the USBR's most recent letter regarding Chandler Electrification at a meeting on June 10th.

Mr. Freeman reported that he had a conference call yesterday with Department of Interior's Kyle Weaver regarding title transfer. Mr. Weaver would be meeting with NWRA on June 5th.

Upcoming meetings:

- Yakima Adjudication Celebration - June 5, 2019
- NWRA conference in Portland - August
- Association of County Auditors meeting on irrigation district elections/WRWRA - June 18th
- Tri-Cities Herald Editorial - upcoming

At Mr. Freeman's request, Ms. Voelker spoke about suggested media buys for public education during drought conditions. She expected requests for interviews would follow a planned press release. She said printed educational materials would be updated, and e-blasts sent out.

Ms. Voelker reported that following an ownership change, the farmer's market was no longer an outreach opportunity, so she planned to sponsor and participate in the GESA Carousel of Dreams Family Nights at Southridge Park to teach children about canal safety, on Monday evenings from June 17th to August 26th. Cost would be \$100 per week.

Mr. Freeman spoke further about which media outlets that were being considered and said quotes were being gathered. Discussion followed.

Mr. Freeman confirmed to Director McKenzie that today's presentation was in lieu of a Board workshop.

In response to a question from Director McKenzie, Mr. McShane spoke about power to KID's well sites.

WORKSHOP: None

EXECUTIVE SESSION: None

Vice President Huffman moved to adjourn at 10:40 a.m. Director McKenzie seconded the motion. The motion carried unanimously.

Attest:

Witness:



Dean Dennis, President
Minutes Approved June 18, 2019



Charles Freeman, Board Secretary

Prepared by Doris Rakowski