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**KENNEWICK IRRIGATION DISTRICT**  
**RESOLUTION 2019-34**

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**2020 BUDGET ADOPTION**

A **RESOLUTION** for the purpose of adopting the Kennewick Irrigation District approved combined operating budget for 2020.

**WHEREAS**, the Board wishes to use best practices by having a budget for all types of operating and reserve funds on the cash basis as adopted by the District; and

**WHEREAS**, the Board desires to set salaries and number of approved positions, and is herein approving the attached salary scales and approved position list as updated pursuant to Board policies; and

**WHEREAS**, the District's new projected expenditure total (Summary Report attached) is **\$15,380,011** for all Operating and Capital Fund Types, and **\$1,408,299** for all Non-Operating and Reserve types, for a total of **\$ 16,788,310** including the transfers to the planned reserve accounts.

**NOW, THEREFORE, BE IT RESOLVED:**

That Resolution 2019-34 with **\$16,788,310** in expenditures is hereby adopted by the Board of Directors of Kennewick Irrigation District, Benton County, Washington, at an open public meeting thereof this 15<sup>th</sup> day of October, 2019.

  
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**Dean Dennis**

  
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**Gene Huffman**

  
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**Kirk Rathbun**

  
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**David McKenzie**

  
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**Raman Venkata**

<b>Kennewick Irrigation District</b>					
<b>Summary of Comprehensive Budgeted Revenues/Expenditures for Fiscal Year 2020</b>					
<u>Fund/Department</u>	<u>Fund Number</u>	<u>Beginning Fund Balance</u>	<u>Revenues/Addition to Fund Balance</u>	<u>Expenditures / Use of Fund Balance</u>	<u>Ending Fund Balance</u>
<b><i>OPERATING &amp; CAPITAL PROJECT FUNDS</i></b>					
<b>Operating Fund Types</b>					
General Fund	411	3,049,000	12,045,851	12,120,851	2,974,000
Educational Benefit Fund	415	10,000	171	5,000	5,171
Lorayne J Potable	426	325,000	640,691	120,281	845,410
Elliot Lake Debt Service	491	-	2,200	2,200	-
<b>TOTAL- OPERATING FUNDS</b>		<b>\$ 3,384,000</b>	<b>\$ 12,688,913</b>	<b>\$ 12,248,332</b>	<b>\$ 3,824,581</b>
<b>Capital Project Funds</b>					
Capital Upgrade & Improvement Fund	431	436,000	2,346,783	2,346,784	435,999
Non-Infrastructure Capital Project Fund	432	57,000	60,955	75,000	42,955
Red Mountain Construction Fund	441	81,000	1,368	-	82,368
New Water Infrastructure & Supply Fund	470	1,054,000	241,475	-	1,295,475
Private Line Area Conversion Fund	471	1,293,000	25,343	-	1,318,343
RM Loan Guarantee Fund	477	954,950	-	-	954,950
Red Mtn LID Debt Service Fund	492	2,081,000	739,938	709,895	2,111,043
<b>TOTAL- CAPITAL PROJECT FUNDS</b>		<b>\$ 5,956,950</b>	<b>\$ 3,415,862</b>	<b>\$ 3,131,679</b>	<b>\$ 6,241,133</b>
<b><i>TOTAL OPERATING &amp; CAPITAL PROJECT FUND BUDGETS</i></b>		<b>\$ 9,340,950</b>	<b>\$ 16,104,775</b>	<b>\$ 15,380,011</b>	<b>\$ 10,065,714</b>
<b><i>INTERNAL RESERVE FUNDS</i></b>					
<b>Operating Reserve Funds</b>					
Carryforward (Operating) Reserve	461	153,000	1,482	-	154,482
Equipment Replacement Reserve	462	586,000	275,077	275,077	586,000
Water Rights & Supply Legal Reserve	468	495,000	8,648	275,000	228,648
<b>TOTAL- OPERATING RESERVE FUNDS</b>		<b>\$ 1,234,000</b>	<b>\$ 285,207</b>	<b>\$ 550,077</b>	<b>\$ 969,130</b>
<b>Non-Operating Reserves</b>					
Realty Reserve	467	4,294,000	477,797	783,222	3,988,575
Risk Management Mitigation Reserve	472	430,000	6,191	-	436,191
Capital Contributions Reserve	473	622,000	13,876	-	635,876
Drought Mitigation Reserve	474	540,000	82,245	75,000	547,245
Conservation Capital Project Reserve	476	1,098,000	115,090	-	1,213,090
<b>TOTAL- NON-OPERATING RESERVE FUNDS</b>		<b>\$ 6,984,000</b>	<b>\$ 695,198</b>	<b>\$ 858,222</b>	<b>\$ 6,820,976</b>
<b><i>TOTAL INTERNAL RESERVE FUND BUDGET</i></b>		<b>\$ 8,218,000</b>	<b>\$ 980,405</b>	<b>\$ 1,408,299</b>	<b>\$ 7,790,106</b>
<b>TOTAL COMPREHENSIVE BUDGET</b>		<b>\$ 17,558,950</b>	<b>\$ 17,085,180</b>	<b>\$ 16,788,310</b>	<b>\$ 17,855,820</b>

**Kennewick Irrigation District**

**Summary of Fund 411 Expenditures By Department  
Comparative - 2020 Proposed to 2019 Final**

FUND	2020 Proposed Budgeted Expenditures		2019 Amended Budgeted Expenditures		(Increase) or Decrease in Expenditures	% (Incr) or Decrease
	Dept. Number					
<b>Irrigation General Fund 411</b>						
General Exp-Non Departmental (Including Transfers)	00	1,865,371	2,029,688	164,317	8.1%	
Executive Dept	01	809,297	638,922	(170,375)	-26.7%	
Finance Dept	02	627,358	633,893	6,535	1.0%	
Customer Service Dept	03	522,603	480,772	(41,831)	-8.7%	
Engineering Dept	04	1,405,057	1,290,759	(114,298)	-8.9%	
Operations Dept	05	5,514,817	5,028,268	(486,549)	-9.7%	
IT Dept	06	600,287	631,368	31,081	4.9%	
Public Relations Dept	07	259,253	190,363	(68,890)	-36.2%	
Land & Water Dept	08	155,570	154,140	(1,430)	-0.9%	
Realty Dept	09	293,541	323,970	30,429	9.4%	
Board of Directors	10	67,697	65,707	(1,990)	-3.0%	
<b>TOTAL IRRIGATION OPERATING BUDGET</b>	<b>411</b>	<b>\$ 12,120,851</b>	<b>\$ 11,467,850</b>	<b>\$ (653,001)</b>	<b>-5.7%</b>	

Positions and Salary Ranges 2020 Budget	Resolution 2019-34		Positions, FTEs, & Ranges Monthly Salary or Hourly Rate	Number of Authorized Positions	Total FTE's Per Dept
<b>EXECUTIVE DEPT</b>	Bottom	Top			
* District Manager	12,997.22	15,919.48		1	
Executive Assistant	4,433.00	5,977.00			
<b>PUBLIC RELATIONS DIVISION</b>					
Public Relations Coordinator	4,125.69	5,384.67			
				<b>Executive:</b>	3.00
<b>FINANCE DEPT</b>	Bottom	Top			
* Comptroller/Treasurer	10,626.03	12,346.01		1	
Accountant I	5,073.43	6,782.83			
Accountant II	5,484.44	7,676.87			
Accounting Clerk	20.06	26.90			
Accounting Technician	22.31	29.13			
<b>CUSTOMER SERVICE DIVISION</b>					
Customer Account Supervisor	6,329.07	8,077.56			
Customer Service Specialist II	18.15	23.69			
Customer Service Specialist III	22.95	26.59			
Janitor/Handy-Person	14.48	16.65			
				<b>Finance:</b>	11.00
<b>ENGINEERING / OPERATIONS DEPT</b>	Bottom	Top			
* Engineering/Operations Manager	10,822.26	13,557.12			
Assistant Engineering/Operations Manager	7,529.72	10,090.03			
Assistant Engineering Manager	6,338.85	8,492.21			
Project Manager	6,537.78	8,761.15			
Professional Land Surveyor	32.42	44.33			
Executive Assistant	4,130.71	5,536.95			
CAD Specialist	25.88	33.73			
Construction Inspector/Locator	24.07	31.41			
Locator/Engineering Technician	23.00	29.98			
Staff Engineer I (EIT)	30.69	40.80			
Staff Engineer II	33.07	45.22			
				<b>Engineering:</b>	10.00
Engineering Intern (2@ .35 FTE ea)	13.01	16.60			
Staff Engineer I (Temporary, EIT)	30.69	40.80			
Temporary Code Enforcement (Temp-up to 4 mos)	29.40	29.40			
				<b>Temp Engineering:</b>	2.00
<b>OPERATIONS DEPT</b>	Bottom	Top			
Assistant Operations Manager	6,338.85	8,492.21			
Administrative Assistant	19.31	25.89			
Canal Patrol	23.85	27.46			
Instrumentation Technician	29.72	35.64			
Maintenance	23.85	27.46			
Maintenance Laborer	14.48	16.65			
Mechanic/Warehouser	24.63	28.33			
Operations Lead	30.47	35.06			
Electrician I	27.36	31.69			
Pump Technician	25.86	29.73			
Temporary Operations Superintendent	33.53	42.03			
Vegetation Control Specialist	24.93	28.68			
Vegetation Control Technician	22.66	26.05			
				<b>Operations:</b>	35.00
Shop Hand / Mechanics Assistant - Temporary	14.48	14.48			
Temporary Carpenter	18.77	23.85			
Temporary Landscaper / Street Restoration Worker	14.48	14.48			
Temporary Maintenance Laborer	14.48	14.48			
Temporary Operators	23.85	23.85			
Temporary System Electrician	26.58	26.58			
Temporary Welder / Fabricator	18.07	23.39			
Water Off Seasonal Employees	14.48	14.48			
				<b>Temp Operations:</b>	50.00
				<b>Operations/Engineering:</b>	97.00
<b>LAND AND WATER RESOURCES DEPT</b>	Bottom	Top			
* Land & Water Resources Manager	10,592.79	12,327.93			
<b>IT DIVISION</b>					
GIS Analyst/Developer	31.89	44.16			
Information Technology & Purchasing Specialist	25.58	34.17			
<b>REALTY DIVISION</b>					
Real Property Manager	5,073.43	6,782.83			
				<b>Land/Water:</b>	4.00
* District Manager, Treasurer, Eng./Ops Manager, & Land & Water Resources Manager ranges are special onetime ranges that reflect the Districts special current need to defend its water rights at this time and the exceptional qualifications of the incumbents. When the current incumbents leave the District the ranges will revert to their previous lower levels.				<b>Total FTEs*:</b>	63.00
				<b>Total Temps:</b>	52.00
Normal District Manager	9,470.43	12,087.81			
Normal Comptroller/Treasurer	7,771.55	10,417.68			
Normal Engineering/Operations Manager	8,076.42	10,822.26			
Normal Land & Water Resources Manager	7,750.46	10,385.08			
				<b>Total</b>	<b>115.00</b>