



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
 Kirk Rathbun
 Raman Venkata

Staff Present:

Charles Freeman, District Manager
 Kipp Drummond, Comptroller/Treasurer
 Jason McShane, Engineering/Operations Manager
 Seth Defoe, Land and Water Resources Manager
 Melissa Olheiser, Accountant II
 Lori Gibson, Executive Assistant
 Matt Berglund, Public Relations Coordinator
 Doris Rakowski, Executive Assistant

Other Persons Present:

John Crotty, Legal Counsel

APPROVAL OF AGENDA: Mr. Freeman asked to add to executive session discussion with legal counsel of potential litigation, in the form of litigation or legal risks of a proposed action or current practice regarding two matters, and to consider the selection of a site or the acquisition of real estate by lease or purchase.

Director Rathbun moved to approve the agenda as amended. Vice President Huffman seconded the motion. The motion carried unanimously.

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

Items approved on the consent agenda were:

1. Minutes, KID Board Meeting, November 5, 2019
2. Minutes, KID Board Meeting, November 19, 2019
3. Minutes, KID Board Special Meeting, November 21, 2019
4. Vouchers/Warrant Approval

Accounts Payable:

Numbers:

	79769	through	79825	\$	70,106.36
	79826	through	79826	\$	4,666.94
	79827	through	79827	\$	142.50
	79828	through	79832	\$	88,256.90
	79833	through	79853	\$	4,681.30
Bank Drafts	FSA			\$	-
Bank Drafts	General			\$	-
Bank Drafts	AP			\$	78,344.71
Total Accounts Payable				\$	246,198.71

Payroll:

Numbers:

	34159	through	34163	\$	2,802.80
Direct Deposit		11/20/2019		\$	116,601.88
Total Payroll				\$	119,404.68
Total Disbursements				\$	365,603.39

Voided Checks: None.

PUBLIC COMMENTS: None

PRESENTATIONS:

Financial Statements - October 2019: Mr. Drummond presented highlights of preliminary report pages including:

- Balance Sheet-Comparative-As of October 31, 2019 and 2018
- Statement of Revenues & Expenditures-Budget to Actual, Summary-Year to Date
- Fund Balance Change as of October 31, 2019
- Cash Investment Report, as of October 31, 2019

Vice President Huffman moved to accept the October 2019 financial statements. Director McKenzie seconded the motion. The motion carried unanimously.

PUBLIC HEARING:

Board of Equalization: Mr. Freeman reported that the 2020 Roll of Rates, Charges and Assessments was presented to the Board on November 5, 2019, and had been available for inspection in his office since that date. He said legal notices of the time and date of the board of equalization were published in the Tri-City Herald on November 7th and November 10th, and the Prosser Bulletin on November 13th, and that those dates were between 20 and 30 days before the date of the board of equalization.

Mr. Freeman confirmed that, historically, the Board had elected to keep the board of equalization open until the end of the meeting. He noted that no members of the public were present to address the board of equalization.

Director Rathbun moved to open the Board of Equalization. Vice President Huffman seconded the motion and it carried unanimously.

Mr. Drummond referred to and reviewed a spreadsheet distributed at the meeting, titled "Customer Charges for Batch #1185 – Summary of Bill Production Charges".

Mr. Freeman reviewed the purpose of the board of equalization.

President Dennis confirmed that the Board would continue their practice of keeping the board of equalization open until the end of the meeting.

BOARD REPORTS: None

ACTION ITEMS:

Letter for Affirmation of Title Transfer Requirements: Mr. Defoe recapped the U. S. Bureau of Reclamation (USBR) memo discussed at the previous board meeting. The memo stated five of the eight qualifications to receive a categorical exclusion under NEPA (National Environmental Policy Act), but included language that went above and beyond what was stated in the published roll. He reported that, at the Board's instruction, staff responded to the letter stating that KID would sign a letter confirming the language in the Federal Register, but not those items in the original memo which were above and beyond the language in the Federal Register.

Director Venkata moved to authorize Chuck Freeman, KID District Manager, to sign the letter of affirmation of categorical exclusion qualification factors. Director Rathbun seconded the motion. The motion carried unanimously.

Travel Authorization Revision: Mr. Freeman reported that, following travel authorization, staff had found flight costs would be about \$2,500 per traveler. Director Rathbun confirmed he had found the similarly priced flights.

Vice President Huffman moved to increase the travel authorization for the New Zealand trip to \$2,500 from \$2,000 to cover the flight cost. Director McKenzie seconded the motion. The motion carried unanimously.

RESOLUTIONS: None

STAFF REPORTS:

Finance Manager: Mr. Drummond reported regarding:

- 2018 Audit Exit meeting – December 9th
- Year-end accounting activities

Engineering/Operations Manager: Mr. McShane reported regarding:

- KID Campus work on fence, gate, building, and site expansion
- Cultural review for canal lining project
- SEPA (State Environmental Policy Act) for Willowbrook/Clearwater Creek expansion area
- Finley property pipeline SEPA comment period ending December 4th
- Operations maintenance activities

Mr. McShane confirmed to Vice President Huffman that cultural review was required for the WaterSMART grant canal lining work.

Mr. McShane said the new Professional Land Surveyor would start tomorrow.

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, One-Month and Three-Month Outlook maps, and El Niño-Southern Oscillation (ENSO) Alert System Status – Not Active

Mr. Defoe reported regarding:

- SEPA reports for Nine Canyon and Finley Lease projects
- Willowbrook pump house/Clearwater Creek pipeline SEPA and critical areas report
- YRBWEP (Yakima River Basin Water Enhancement Project) conserved water comments due by December 20th
- Comments on USBR Title Transfer directive and standards to implement the John D. Dingell, Jr. Conservation, Management, and Recreation Act due December 9th
- Comments on scoping of Bateman Island Causeway Breach project due December 19th

Upcoming meeting

- YRBWEP Workgroup meeting – December 11th
- WSWRA (Washington State Water Resources Association) meeting – December 18th

District Manager: Mr. Freedom reported regarding:

- Two-year extension of collective bargaining agreements for both bargaining groups
- Awards banquet - December 20th
- State Department irrigation-focused discussion on Columbia River Treaty - December 16th

- KID staff meeting with the Tribes and Department of Ecology - December 17th
- Washington Department of Ecology Director Maia Bellon stepping down
- USBR Columbia-Cascades Area Manager Dawn Wiedmeier retiring

WORKSHOP: None

EXECUTIVE SESSION: At 9:35 a.m., on behalf of the presiding officer, Mr. Freeman announced that the Board would go into executive session at 9:40 a.m. to review the performance of a public employee, pursuant to RCW 42.30.110(g), to consider the selection of a site or the acquisition of real estate by lease or purchase, pursuant to RCW 42.30.110(1)(b), and to discuss with legal counsel potential litigation, in the form of litigation or legal risks of a proposed action or current practice regarding two matters, pursuant to RCW 42.30.110(1)(i)(iii), for an estimated one hour, ending at 10:40 a.m.

At 10:35 a.m., executive session was extended for 15 minutes until 10:55 a.m.

OPEN SESSION: At 11:00 a.m., following a short break, the meeting resumed in open session.

Compensation for District Manager: President Dennis recommended a 2.5% merit increase for the District Manager.

Vice President Huffman spoke about Mr. Freeman's performance and work to secure the District's water supply.

President Dennis said Mr. Freeman's leadership during the recent obstacles facing the district was wonderful.

Director McKenzie commended Mr. Freeman on his performance and his team building with his staff.

Director Venkata thanked Mr. Freeman for his insight with his employees, leadership, and attitude in creating a team that was positive in daily work and achieving reports.

Director Rathbun concurred with the other opinions and said the consistency provided and staffing insight was helpful.

Mr. Freeman thanked the board for their continued confidence. He said KID faced challenges but had a good team.

Director Rathbun thanked Director McKenzie and Vice President Huffman for their work finding and hiring Mr. Freeman.

Vice President Huffman moved to give the District Manager a 2.5% merit increase. Director Venkata seconded the motion. The motion carried unanimously.

Board of Equalization, continued: Mr. Freeman noted that of the 24,500 accounts, no member of public had arrived to address the Board regarding the assessment roll. He said staff would prepare a resolution for the first meeting in January.

President Dennis called for a motion to close the board of equalization.

Director Rathbun moved to close the Board of Equalization. Director McKenzie seconded the motion. The motion carried unanimously.

The board confirmed to Mr. Drummond that the District Manager's increase would not exceed top of range for the position.

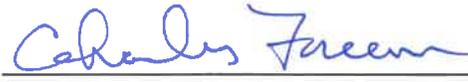
Director Rathbun moved to adjourn. Director McKenzie seconded the motion. The motion carried unanimously.

Attest:

Witness:



Kirk Rathbun, 2020 Board President
Minutes Approved February 18, 2020



Charles Freeman, Board Secretary

Prepared by Doris Rakowski