



Board of Directors Meeting
 Tuesday, March 3, 2020, 9:00 a.m.
 Carl W. Petersen Board Room
 2015 S. Ely St., Kennewick, WA 99337

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

Directors Present:

David McKenzie, Vice President
 Gene Huffman
 Arland Ward

By Telephone:

Kirk Rathbun, President

Absent: Raman Venkata

Other Persons Present:

John Crotty, Legal Counsel

Staff Present:

Charles Freeman, District Manager
 Kipp Drummond, Comptroller/Treasurer
 Seth Defoe, Land and Water Resources Manager
 Lynda Rosenbaum, Real Property Manager
 Lori Gibson, Executive Assistant
 Ben Woodard, Assistant Engineering/Ops Manager
 Matthew Berglund, Public Relations Coordinator
 Doris Rakowski, Executive Assistant

By Telephone:

Jason McShane, Engineering/Operations Manager

Director Huffman moved to excuse Director Venkata's absence. Director Ward seconded the motion. All present voted in favor and the motion carried.

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

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

Items on the consent agenda were:

1. Southridge Development Plat Alteration
2. Easement Vacation Request – 8632 W. Okanogan Ct., Kennewick
3. Water On Letter to U. S. Bureau of Reclamation
4. Vouchers/Warrant Approval

Accounts Payable:

Numbers:

80270	through	80273	\$	2,109.00
80274	through	80274	\$	626.00
80275	through	80275	\$	142.50
80276	through	80276	\$	164.62
Bank Drafts	FSA		\$	-
Bank Drafts	General		\$	-
Bank Drafts	AP		\$	89,689.40
Total Accounts Payable			\$	92,731.52

Payroll:

Numbers:

34236	through	34238	\$	2,511.93
Direct Deposit	2/20/2020		\$	129,025.90
Total Payroll			\$	131,537.83
Total Disbursements			\$	224,269.35

Voided Checks: Check # 80271 \$626.00 – VOID and Cancel Payable

PUBLIC COMMENTS: None

PRESENTATIONS

Washington State Water Resources Association - Tom Myrum: Mr. Myrum was unable to attend, so the presentation was tabled to a date yet to be announced.

PUBLIC HEARING: None

BOARD REPORTS: None

ACTION ITEMS

Interim Directive - Continuity of Operations Plan - Covid19: Mr. Freeman spoke about the Coronavirus (COVID 19) outbreak and reported that, out of an abundance of caution, he requested that President Rathbun, Mr. McShane and a staff engineer not return to the office until they had been back in the county for two weeks with no illness.

Mr. Freeman said KID's emergency policies did not address a public health crisis. He said the Telecommuting policy allowed exempt employees to telecommute up to 60%, however one traveler was a union employee. He said he asked both employees to work 100% from home for two weeks. Since this was outside established policy, Mr. Freeman asked the Board to approve the exception. Budget impact was minimal and IT was arranged before the travelers returned.

Mr. Freeman said the emergency policy would be updated. He spoke about current reports and best practices for avoiding transmission of COVID-19. Discussion ensued.

Mr. Defoe suggested updating the emergency plan for business continuity in case of pandemic.

Vice President McKenzie advised staying away from work if family members return from travel.

Mr. Freeman spoke about curtailing planned travel to work-related meetings and training, and Mr. Drummond suggested encouraging other entities planning conferences to arrange remote participation options.

Director Huffman moved to affirm the steps taken by the District Manager. Director Ward seconded the motion. All present voted in favor and the motion carried.

Authorization of the Sale of Real Property - KID #1041A: Ms. Rosenbaum presented the proposed offer for land purchase of a property in Vista Field, from Summer's Hub LLP. She reviewed the terms of the proposed contract, including price per square foot, and in-house financing at 6% for 20 years, with a pre-payment penalty if paid off prior to 10 years.

Ms. Rosenbaum described the proposed use of the land for parking for the adjacent business and a food truck hub.

Director Huffman said the Realty Committee found the \$11.00 per square foot price to be favorable in light of the Port of Kennewick's development in the area.

Director Huffman moved to authorize the sale of KID #1041A, Lot 1, Phase IV, Vista Field, to Summer's Hub of Kennewick, LLP, in the amount of \$1,327,271 and authorize the Board President and District Manager as signature authorities to execute the Purchase and Sale Agreement with all terms and conditions contained therein. Director Ward seconded the motion. All present voted in favor and the motion carried.

RESOLUTIONS: None

STAFF REPORTS

Finance Manager: Mr. Drummond reported regarding:

- Assessment mailing and
- Bond rates

Engineering/Operations Manager: On behalf of Mr. McShane, Mr. Woodard reported regarding:

- Canal lining
- Requested extension on WaterSMART grant
- Pump maintenance and pump station work

In response to a question from Director Ward, Mr. Woodard gave a progress report on the Badger East Canal lining.

At the request of Mr. Freeman, Mr. Woodard spoke about operational testing to start next week. He displayed and read the notice about operational testing on the water status map on the KID website. He displayed the map and spoke about the planned testing schedule. He noted that use of recapture wells was expected to allow earlier testing of in some areas. Discussion ensued.

Vice President McKenzie commended staff for the newsletter included in with the assessments.

Director Huffman spoke about the improvement in the number of work orders.

Land & Water Resources Manager: Mr. Defoe reported that the U.S. Bureau of Reclamation's snow pack and storage numbers were good. He displayed and discussed web pages including:

- usbr.gov - Yakima River Five Reservoir Diagram, and Water Year Graph
- nrca.usda.gov – Snow pack map
- noaa.gov - Precipitation and Temperature graphs, and seasonal outlook maps

Mr. Defoe reported regarding:

- Title transfer progress on the cultural resources report and USBR's planned schedule
- IP work group meeting – Wednesday, March 11, in Ellensburg. Mr. Defoe to request a call-in option.
- Finley pipeline project SEPA and cultural study results. The pipeline could be routed around an old farm dump site.

District Manager: Mr. Freeman reported that Mr. Defoe authored an article for the Tri-City Herald Progress Edition.

Mr. Berglund reported regarding public relations events including

- Visit from Santa
- Polar Plunge
- March 10, Meals on Wheels fundraising breakfast
- March 14, Badger Mountain clean up
- Late March, Badger Mountain race
- Canal safety talks in schools
- Tapteal Greenway events in April and May

Mr. Freeman reported regarding:

- Water On staff training.
- Central Storage Reservoir open house planning
- Title transfer completion open house

WORKSHOP: None

Vice President McKenzie thanked President Rathbun for attending by telephone. He requested alternate directors be assigned to attend the next Finance Committee meeting. Mr. Drummond said he would coordinate once the agenda was set.

At 10:05 a.m., there being no further business, Vice President McKenzie called for a motion to adjourn.

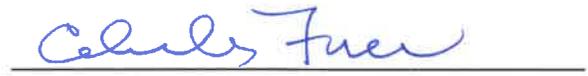
Director Huffman moved to adjourn. Director Ward seconded the motion. All present voted in favor and the motion carried.

Attest:

Witness:



Kirk Rathbun, President
Minutes Approved March 17, 2020



Charles Freeman, Board Secretary

Prepared by Doris Rakowski