



**Minutes**

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

Due to the COVID-19 office closure, the meeting was conducted on the Zoom platform and all participants were present remotely.

**Directors Present:**

Kirk Rathbun, President  
David McKenzie, Vice President  
Arland Ward  
Gene Huffman  
Raman Venkata

**Staff Present:**

Charles Freeman, District Manager  
Kipp Drummond, Comptroller/Treasurer  
Seth Defoe, Land and Water Resources Manager  
Jason McShane, Engineering/Operations Manager  
Melissa Olheiser, Accounting Supervisor  
Lynda Rosenbaum, Real Property Manager  
Matt Berglund, Public Relations Coordinator  
Lori Gibson, Executive Assistant to Engineering  
Doris Rakowski, Executive Assistant

**Other Persons Present:**

John Crotty, Legal Counsel

**Members of the Public:**

David

**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. Minutes, KID Board Meeting, April 21, 2020
2. Minutes, KID Board Meeting, May 19, 2020
3. You & I Framing 3-month payment deferral due to COVID-19
4. Short Plat 2011-09 - Sanders
5. Final Plat - Apple Valley Ph. 4B
6. Vouchers/Warrant Approval

**Accounts Payable:**

Numbers:

80690	through	80692	\$	4,869.88
80693	through	80755	\$	64,729.47
80756	through	80756	\$	142.50
80757	through	80759	\$	7,956.23
80760	through	80763	\$	93,575.01
80764	through	80778	\$	3,392.89
Bank Drafts	FSA		\$	-
Bank Drafts	General		\$	-
Bank Drafts	AP		\$	90,784.15
<b>Total Accounts Payable</b>			<b>\$</b>	<b>265,450.13</b>

**Payroll:**

Numbers:

	-	through	-	\$	-
Direct Deposit		5/20/2020		\$	135,189.16
<b>Total Payroll</b>					<b><u>\$ 135,189.16</u></b>
<b>Total Disbursements</b>					<b><u>\$ 400,639.29</u></b>

Voided Checks: Check # 80281, 80432, 80623 – VOID due to vendor request, left to be paid in future.

**PRESENTATIONS:** None

**PUBLIC HEARING:** None

**BOARD REPORTS:** None

Meeting was paused due to technical difficulties. Vice President McKenzie reported he was receiving meeting audio, but had no microphone. It was determined that Vice President McKenzie would send any communications via the chat function of the Zoom platform.

**ACTION ITEMS:**

**Final Plat Southridge Phases 5, 7, 8 Irrigation Upsizing:** Mr. McShane spoke about phases 5, 7 & 8 of the subdivision within KID's Southridge Irrigation Masterplan. The masterplan recommended a 24-inch upsized pipeline in this area, but due to the location of existing infrastructure and cost containment, this pipeline would be split into two pipes, with sizes of 16-inch and 12-inch. The developer would install a portion of the required pipelines, and the costs to upsize the pipeline would be paid by KID.

Discussion ensued regarding division of costs, method of accounting, and the timing for installation.

Vice President McKenzie's microphone function was restored.

Mr. Defoe and Mr. McShane addressed SEPA requirements, which had been met.

**Director Ward moved to approve \$77,854.80 plus tax to be used for upsizing pipe in the Southridge Development Subdivision from the Capital Upgrade and Improvement Fund. Director Huffman seconded the motion. All present voted in favor and the motion carried.**

**RESOLUTIONS:**

**Resolution 2020-18, Declaration of Surplus Property:** Mr. McShane presented the request to declare a 2014 F150 4X4 pickup, with an estimate value of \$7,000 and about 95,000 miles, as surplus. He noted that this model of truck had been a maintenance challenge, and the district had begun purchasing a different make and model.

**Director Ward moved to approve Resolution 2020-18, Declaring Surplus Personal Property. Vice President McKenzie seconded the motion. All present voted in favor and the motion carried.**

**Resolution 2020-19, Approving the Sale of KID #5103:** Ms. Rosenbaum presented the request to memorialize the sale, authorized on April 21, 2020, of the 1.08 light industrial lot located in Benton City, WA, to Cody and Kelli Krisher for \$48,500.00. May 27, 2020 was the final recording date and sale closing.

**Director Ward moved to approve Resolution 2020-19 approving the sale of KID #5103 to Cody and Kelli Krisher, for a total purchase price of \$48,500.00. Director Venkata seconded the motion. All present voted in favor and the motion carried.**

**STAFF REPORTS:**

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

- Annual report to state auditor filed
- Private placement to be received over the year following June 10<sup>th</sup>
- Customer Service and Accounting functions

**Engineering/Operations Manager:** Mr. McShane displayed and discussed photos of employees repairing damage caused by a beaver, tumbleweed and debris removal, system flushing, and a new screen at PSA 62.

He also reported regarding:

- Work completing near Willowbrook Elementary School
- Damage to pipeline on Metaline near Kamiakin High School
- Finley project
- Maintenance and pump activities
- Promotion of Dan Tissell to Assistant Engineering Manager

**Land & Water Resources Manager:** Mr. Defoe reported regarding:

- Supply to prorateable districts 91%
- Next River Ops meeting Thursday
- Reservoir storage levels (as reported on the usbr.gov Yakima River Five Reservoir Diagram, and Water Year Graph)
- One and three-month temperature and precipitation (as reported on the noaa.gov Precipitation and Temperature graphs)
- Snow pack (as reported on the nrcs.usda.gov snow pack map)
- Long term forecast and neutral status (as reported on the noaa.gov El Niño/Southern Oscillation (ENSO) Diagnostic Discussion)
- Yakima River pulse flow for smolt out-migration and changes to SOAC (System Operation Advisory Committee) water management
- Finley project SEPA
- Update and SEPA review of Policy 4.3, Developer Risk Mitigation
- Department of Ecology planned regulation of dam operations

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

- Benton County to apply for variance to move to COVID-19 "Safe Start" Phase 2
- Digital thermometers received
- NWRA COVID-19 webinar and Irrigation Leader COVID-19 magazine issue
- Plexiglas for customer service windows
- Delivery of donuts and thanks to Kennewick Police Department for National Donut Day - June 5<sup>th</sup>

- Central Reservoir Feasibility Analysis - Scope of Work meeting - June 3<sup>rd</sup>
- Risk management meeting regarding feasibility of moving out of risk pool - June 4<sup>th</sup>
- Title Transfer meeting with Kyle Weaver - June 4<sup>th</sup>
- Schedule and notices for Lorayne J temporary shut off for tie-in
- Draft revisions to policy for conversion of private systems to public systems
- Engineering department staff

Mr. Drummond confirmed that the next Finance Committee meeting would be at 9:00 a.m. on June 9<sup>th</sup>.

Mr. Freeman spoke about negotiations with the City of Richland regarding a possible property exchange for a recycling station and a pump station.

Discussion ensued regarding return-to-office planning and phases of the Safe Start plan.

Mr. Crotty confirmed that no executive session was needed.

**WORKSHOP:** None

**EXECUTIVE SESSION:** None

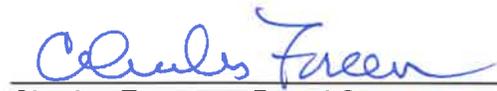
**Director Ward moved to adjourn at 10:12 a.m. Vice President McKenzie seconded the motion. All present voted in favor and the motion carried.**

Attest:

Witness:



Kirk Rathbun, President  
Minutes Approved June 16, 2020



Charles Freeman, Board Secretary

Prepared by Doris Rakowski