



Minutes

President Rathbun called the meeting to order at 9:04 a.m. and Mr. Freeman called roll. Due to the COVID-19 office closure, all participants were present remotely via the Zoom platform.

Directors Present:

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

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
 Matt Berglund, Public Relations Coordinator
 Lori Gibson, Executive Assistant to Engineering
 Doris Rakowski, Executive Assistant

Directors Absent:

Raman Venkata

Vice President McKenzie moved to excuse Director Venkata. Director Huffman seconded the motion. All present voted in favor. The motion carried.

APPROVAL OF AGENDA: Director Huffman moved to approve the agenda. Vice President McKenzie seconded the motion. All present voted in favor. The motion carried.

CONSENT AGENDA: Director Huffman moved to approve the consent agenda. Vice President McKenzie seconded the motion. All present voted in favor. The motion carried.

Items on the consent agenda were:

1. Minutes, KID Board Meeting, June 16, 2020
2. Minutes, KID Board Special Meeting, June 23, 2020
3. Final Plat Southridge Ph. 7 and 8
4. Binding Site Plan 20-04 Kamiakin RV and Boat Storage
5. Vouchers/Warrant Approval

Accounts Payable:

Numbers:

80877	through	80877	\$	142.50
80878	through	80943	\$	936,621.34
80944	through	80944	\$	348,011.40
80945	through	80946	\$	2,342.68
80947	through	80950	\$	94,319.98
80951	through	80959	\$	8,308.91
Bank Drafts	FSA		\$	-
Bank Drafts	General		\$	-
Bank Drafts	AP		\$	90,696.16
Total Accounts Payable			\$	1,480,442.97

Payroll:

Numbers:

-	through	-	\$	-
Direct Deposit	6/19/2020		\$	131,426.28
Total Payroll			\$	131,426.28

Total Disbursements **\$ 1,611,869.25**

Voided Checks: None.

PRESENTATIONS:

Financial Reports for May 2020: Mr. Drummond provided a comparative review of revenue for the first six months of 2018 through 2020, separating assessment from other revenue.

Mr. Drummond presented highlights of report pages including:

- Balance Sheet as of May 31, 2020
- Statement of Revenues & Expenditures - Budget to Actual
- Balance Sheet – Comparative as of May 31, 2019 and 2020
- Fund Balance Change as of May 31, 2020
- Cash Investment Report as of May 31, 2020

Director Huffman moved to accept the May 2020 Financial Statements. Vice President McKenzie seconded the motion. All present voted in favor. The motion carried.

PUBLIC HEARING: None

BOARD REPORTS: None

ACTION ITEMS:

Policy 3.1-15, Telecommuting, Rev.1: Mr. Freeman presented the request to modify the policy to permit telecommuting by non-exempt employees for more than 60% of a telecommuter's schedule, at the sole discretion of the District Manager when extenuating circumstances exist, such as pandemic, civil unrest, or need for an accommodation during extended medical leave. He said the accompanying procedure was also updated.

Discussion ensued regarding KID's operations under Washington State's Safe Start plan.

Director Huffman moved to approve Policy 3.1-15, Telecommuting, Rev. 1. Vice President McKenzie seconded the motion. All present voted in favor. The motion carried.

Southridge Development Upsizing Clerical Correction: Mr. McShane reported that the \$77,854.80 plus tax in the June 2, 2020 memo and motion only included upsizing of Phases 7 and 8. The amount for the upsizing of Phase 5 was \$16,350.50 plus tax, so the total upsizing amount should have been \$94,205.30 plus tax. He briefly reviewed the scope of the project.

Director Huffman moved to approve an additional \$16,350.50 plus tax to be used for upsizing pipe in the Southridge Development subdivision from the Capital Upgrade and Improvement Fund. Vice President McKenzie seconded the motion. All present voted in favor. The motion carried.

Mitigation Agreement with City of Kennewick regarding US395 and Ridgeline Drive Interchange: It was noted that the materials for this item were inadvertently left out of the meeting packet. The Board agreed to go ahead with consideration of this matter.

Mr. McShane displayed the materials and reviewed them in detail. He reported that the City of Kennewick (COK) in coordination with the Washington State Department of Transportation (WSDOT) planned to construct a new interchange at the intersection of US395 and Ridgeline Drive, with an undercrossing structure for Ridgeline Drive under US 395. He said the project would impact KID's east leg of the South AP canal, and spoke about a previously planned installation of a gate, and the revised mitigation agreement. He noted that the new agreement

would allow COK to use the canal for drainage until the earlier of January 1, 2030 or when the canal was piped.

Mr. McShane reported that the agreement had been reviewed by legal counsel.

Mr. McShane confirmed to President Rathbun that the COK project was an underpass of US 395. He displayed a map and spoke further about the project.

Vice President McKenzie moved to approve the attached Mitigation Agreement with the COK regarding US395/Ridgeline Drive interchange. Director Huffman seconded the motion. All present voted in favor. The motion carried.

RESOLUTIONS:

Resolution 2020-22, Sole Source Purchase of Rubicon Battery Packs: Mr. McShane presented the request to purchase two replacement proprietary battery packs. Due to a failure of a battery pack at the gate, an expedited order of two battery packs was made on June 23, 2020, pursuant to KID policy. Mr. McShane requested that the Board confirm the purchase.

In response to questions from the Board, Mr. McShane spoke about KID use of the batteries, fulfillment time, stocking extra batteries, and battery life. Warranty terms were discussed.

Vice President McKenzie moved to approve Resolution 2020-22 Authorization to Waive Competitive Bidding and Award a Sole-Source Contract to Purchase Rubicon Battery Packs; pursuant to RCW 87.03.435(3)(c). Director Huffman seconded the motion. All present voted in favor. The motion carried.

STAFF REPORTS:

Finance Manager: Mr. Drummond reported that materials for the Finance Committee meeting would be distributed soon.

Engineering/Operations Manager: Mr. McShane reported regarding:

- COVID-19 and plans for virtual legislative tours
- Drafts of several system master plans
- System status
- Pipeline repairs
- City review of KID plan for possible conversion of the Martin Meadows private line area
- Capital crew activities
- Remote work by the Engineering department
- One employee recovering from COVID-19
- Dump truck licensing progress

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

- Reservoir storage (as reported by usbr.gov Yakima River Five Reservoir Diagram, and Water Year Graph), and storage control
- Snow pack (as reported on usbr.gov Hydromet and nrcs.usda.gov snow pack map)
- 92% Supply to proratable districts could be revised at next River Operations meeting
- Weather conditions (as reported by noaa.gov Precipitation and Temperature graphs)
- Neutral status (as reported by noaa.gov ENSO Diagnostic Discussion)
- Progress on the Finley project SEPA
- State Historic Preservation Officer (SHPO) reviewing Title Transfer consultant report

District Manager: Mr. Freeman reported regarding:

- Virtual open house plans
- Tablets available to meet KID Board technology needs
- Chamber of Commerce virtual luncheon
- Scope of work for the reservoir to be reviewed in Operations & Engineering Committee

WORKSHOP: None

EXECUTIVE SESSION: None

Director Huffman moved to adjourn at 10:14 a.m. Director Ward seconded the motion. All present voted in favor. The motion carried.

Attest:

Witness:



Kirk Rathbun, President
Minutes approved July 21, 2020



Charles Freeman, Board Secretary

Prepared by Doris Rakowski