



**Minutes**

President Rathbun called the meeting to order at 9:02 a.m. and Mr. Freeman called roll. Due to the COVID-19 office closure, all participants were present remotely via the Zoom platform.

**Directors:**

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

**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

**Other Persons Present:**

John Crotty, Western Legal

**Members of the Public:** Gail Love

President Rathbun requested a motion to excuse Director Venkata's absence.

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

**APPROVAL OF AGENDA:** Mr. Freeman asked to add Resolution 2020-23 to the agenda.

**Vice President McKenzie moved to approve the amended agenda. Director Huffman seconded the motion. All present voted in favor. The motion carried.**

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

Items on the consent agenda were:

1. Minutes, KID Board Meeting, July 7, 2020
2. Short Plat 20-08 – 4206 W 19th Avenue
3. Short Plat 2020-007 – Detrick
4. Letter of Support for Columbia Irrigation District's WaterSMART Grant Application for 27.7 Mile Re-Regulation Reservoir Funding
5. Vouchers/Warrant Approval

**Accounts Payable:**

Numbers:

80960	through	80960	\$	15,168.43
80961	through	80961	\$	142.50
80962	through	80962	\$	94,205.30
Bank Drafts	FSA		\$	2,315.58
Bank Drafts	General		\$	6,695.25
Bank Drafts	AP		\$	93,206.13
<b>Total Accounts Payable</b>			<b>\$</b>	<b>211,733.19</b>

**Payroll:**

Numbers:

	-	through	-	\$	-	
Direct Deposit		7/6/2020		\$	131,681.51	
<b>Total Payroll</b>						<b>\$ 131,681.51</b>
<b>Total Disbursements</b>						<b>\$ 343,414.70</b>

**Voided Checks:** None

**PRESENTATIONS:**

**Financial Reports for June 2020:** Mr. Drummond presented highlights of report pages including:

1. Balance Sheet – Comparative, as of June 30, 2020 and 2019
2. Statement of Revenues & Expenditures - Budget to Actual
3. Fund Balance Change as of June 30, 2020
4. Cash Investment Report as of June 30, 2020

**President Rathbun moved to accept the June 2020 Financial Statements. Director Ward seconded the motion. All present voted in favor. The motion carried.**

**PUBLIC HEARING:** None

**BOARD REPORTS:** None

**ACTION ITEMS:**

**Policy 2.48, Central Storage Reservoir Development Fund 442:** Mr. Drummond recommended creation of a separate internal fund to track expenses and revenue for the project. He confirmed to President Rathbun that previous expenses related to the project would be moved to the fund and spoke about allocation of equipment expense between projects.

**Vice President McKenzie moved to approve Policy 2.48, Central Storage Reservoir Development Fund 442. Director Huffman seconded the motion. All present voted in favor. The motion carried.**

**Set Date of Special Meeting:** Mr. Freeman recommended the capital improvement program public meeting be rescheduled as a virtual open house at 6:30 p.m., Wednesday, August 26, 2020, via the Zoom platform, facilitated by White Bluff’s Consulting. He stressed that it would be an open house, not a hearing.

Mr. Freeman said staff would prepare an agenda, and planned to discuss the Capital Improvement Plan, including, among many things, the central storage project. Staff would also respond to questions raised at, and following, the February 18<sup>th</sup> board meeting.

Mr. Freeman reported that USBR Regional Manager Lorri Gray planned to attend, and representatives from other agencies were invited.

Mr. Freeman said publicity would include “save-the-date” notices, emailed meeting invitations to the customer base, website and social media posts, and a press release before the meeting.

**Vice President McKenzie moved to hold a special meeting of the Board of Directors at 6:30 p.m. on Wednesday, August 26, 2020, via the Zoom platform. Director Huffman seconded the motion. All present voted in favor. The motion carried.**

## **RESOLUTIONS:**

**Resolution 2020-23, Authorization for Collection of Surcharges to PLA Properties in the Martin Meadows Benefit Area:** Mr. McShane reported that a new pipeline was needed because a developer interrupted private irrigation service to the area.

Mr. McShane described payment options for benefit area customers. He recommended parcels in the benefit area be charged pressurized assessments beginning in 2021, regardless of whether they joined the project.

Mr. McShane displayed a map and showed the area of the project. He briefly reviewed elements of the resolution and the four payment options. He noted that pressurized assessment would be set via the annual board of equalization.

Mr. McShane went over consequences for unauthorized connections.

In response to a question from President Rathbun, Mr. McShane discussed how KID's change of ownership process.

Mr. McShane spoke further about the Martin Meadows area. He reported that six property owners wanted to participate, and said he expected additional interest, in light of the deferment option.

Use of this program as a template for future conversions was discussed.

Vice President McKenzie requested a report, once or twice a year, on the PLA Conversion fund, including balance, number of people in the program, and recovery of funds.

At the Board's request, Mr. McShane read a recommended motion.

**Vice President McKenzie so moved, to approve Resolution 2020-23, Authorization of Collection of Surcharges for PLA Properties in the Martin Meadows Benefit Area and authorize Charles Freeman, District Manager, to proceed with the construction of the proposed infrastructure for the Martin Meadows Benefit Area, in an amount not to exceed \$300,000. Funding for this project will come from the Capital Upgrade and Improvement Fund, to be reimbursed from the Private Line Area Conversion Fund. Director Huffman seconded the motion. All present voted in favor. The motion carried.**

Mr. McShane displayed a map and spoke further about planned connection of the project.

## **STAFF REPORTS:**

**Finance Manager:** None

**Engineering/Operations Manager:** Mr. McShane reported regarding:

- Martin Meadows
- Paving and patching
- O&E Committee meeting next July 28, 2020 at 9 a.m.
- Review of master plan drafts for transmission facilities
- Shannon Wilson – Feasibility of reservoir sites
- Lorayne J system replacement project
- Heat and vegetation control

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

- 100% Supply to proratable districts due to snow pack which had been unmeasurable
- Reservoir storage (as reported by usbr.gov Yakima River Five Reservoir Diagram, and Water Year Graph), and storage control
- La Niña Watch (as reported by noaa.gov ENSO Diagnostic Discussion)
- Title transfer cultural report accepted and mitigation negotiations expected
- Technology improvements to facilitate remote work

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

**WORKSHOP:** None

**EXECUTIVE SESSION:** At 10:04 a.m., President Rathbun announced that the board would go into executive session, to discuss with legal counsel potential litigation, in the form of litigation or legal risks of a proposed action or current practice pursuant to RCW 42.30.110(1)(i)(iii), for approximately 20 minutes ending at 10:25 a.m. unless extended.

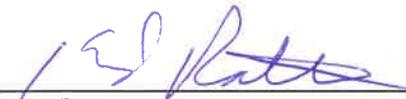
Mr. McShane noted that members of the public would be put in the Zoom waiting room until the executive session ended, and any extension would be posted there.

**EXECUTIVE SESSION:** At 10:37 a.m., the meeting resumed in open session.

**Director Huffman moved to adjourn at 10:38 a.m. Vice President McKenzie seconded the motion. All present voted in favor. The motion carried.**

Attest:

Witness:



Kirk Rathbun, President  
Minutes approved August 4, 2020



Charles Freeman, Board Secretary

Prepared by Doris Rakowski