



**Minutes**

President Rathbun called the meeting to order at 9:03 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  
Raman Venkata  
Gene Huffman

**Absent:**

Arland Ward

**Staff Present:**

Charles Freeman, District Manager  
Kipp Drummond, Comptroller/Treasurer  
Jason McShane, Engineering/Operations Manager  
Lynda Rosenbaum, Real Property Manager  
Seth Defoe, Land and Water Resources 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  
One member of the public

**Vice President McKenzie moved to excuse Director Ward. Director Huffman seconded the motion. The motion carried.**

**APPROVAL OF AGENDA:** At the request of Mr. Freeman, Resolution 2020-23, 2020 Authorized Positions and Salary Range Revision II, was added to the agenda.

**Director Huffman moved to approve the amended agenda. Vice President McKenzie seconded the motion. The motion carried.**

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

Items on the consent agenda were:

1. Minutes, KID Board Meeting, September 15, 2020
2. Water Off Letter to USBR
3. Binding Site Plan – Khurana
4. Revise Maintenance and Maintenance Laborer Job Description and Retire Canal Patrol Job Description
5. Vouchers/Warrant Approval

**Accounts Payable:**

Numbers:

81265	through	81266	\$	768.36
81267	through	81267	\$	142.50
81268	through	81268	\$	7,619.83
81269	through	81273	\$	91,672.59
81274	through	81330	\$	57,753.63
Bank Drafts	FSA		\$	-
Bank Drafts	General		\$	-
Bank Drafts	AP		\$	89,253.55
<b>Total Accounts Payable</b>			<b>\$</b>	<b>247,210.46</b>

**Payroll:**

Numbers:

	-	through	-	\$	-
Direct Deposit		9/21/2020		\$	131,029.36
<b>Total Payroll</b>					<b>\$ 131,029.36</b>
<b>Total Disbursements</b>					<b>\$ 378,239.82</b>

Voided Checks: The following outstanding refund checks are being cancelled due to two-year abandonment period.

Check # 75480 \$107.39  
Check # 76208 \$175.01  
Check # 76919 \$ 77.82  
Check # 77369 \$ 30.00

**PRESENTATIONS:** None

**PUBLIC HEARING:** None

**BOARD REPORTS:** Director Venkata thanked the directors, management and staff, and said it was a privilege to serve on the Board of Directors. He regretfully resigned from his Directorship, as he was no longer a resident of the District. He offered to help the KID in any way he could, if his services were needed in the future. He said he planned to be consultant in California and to teach civil engineering at a California University.

Staff and Board Members thanked Mr. Venkata, and wished him the best in the years to come.

Mr. Venkata offered words of advice to staff. He spoke of the importance of KID engineering standards for common operations activities and repairs. Discussion ensued.

Mr. Venkata said he had not seen a more competent manager than Mr. Freeman, whom he said was a blessing to KID. He encouraged Mr. Freeman to train a manager to step into his shoes when he retired.

Mr. Venkata offered a prayer and signed out of the meeting.

President Rathbun asked Mr. Freeman to prepare a resolution of thanks for Mr. Venkata.

**ACTION ITEMS:**

**Award PC2020-23 2020 Purchase of HDPE Liner:** Mr. McShane presented the bid tabulation for High Density Polyethylene (HDPE) geomembrane to complete the canal lining for the 2018 WaterSMART grant. He reported that this price compared well to previous purchases.

Deliver schedule and lining locations were discussed, as were the Capital Upgrade and Improvement Fund balance, and expected reimbursements. Mr. McShane agreed to send the financial information to Mr. Drummond.

**Vice President McKenzie moved to award Contract PC2020-23 2020 Purchase of HDPE Liner to Northwest Lining & Geotextile Products, Inc., for the amount of \$598,450.40 (including tax), with funding authorized from the Capital Upgrade and Improvement Fund, and authorize the District Manager, Charles Freeman, to execute said contract. Director Huffman seconded the motion. All present voted in favor and the motion carried.**

## **RESOLUTIONS:**

**Resolution 2020-31, Rescinding Allocation and Allotment Policies:** Mr. Freeman presented the proposed resolution rescinding allocation and allotment policies. He spoke about the existing requests for allocations and the lack of available water to fill the requests.

Mr. Freeman reviewed actions to be taken pursuant to the resolution, if approved, including:

- Contact landowners on the list, regarding lack of water for them
- Rescind Policy 3.2-2, Procedure 3.2-2A, and section 4 of Policy 4.17
- Continue Policy 4.17 (Irrigable Land Recalibration Principles)
- Continue Policy 9.5 (Red Mountain Irrigation Water Allocation Program), to gauge interest
- Evaluate effectiveness and equitability of the former allotment and allocation policies

It was noted that a policy number was corrected in two locations in the resolution.

President Rathbun spoke briefly about the Yakima Basin water supply and thanked staff for taking this step.

**Vice President McKenzie moved to approve Resolution 2020-31, Rescinding Allocation and Allotment Policies Due to the Lack of Availability of Project Water and Other Matters Relating Properly Thereto. Director Huffman seconded the motion. All present voted in favor and the motion carried.**

**Resolution 2020-32, 2020 Authorized Positions and Salary Range Revision II:** Mr. Freeman spoke about the reorganization of the Operations Department's Maintenance positions, and the need to adjust pay levels to encourage employee retention.

Mr. McShane displayed the board memo and spoke about the proposed pay scales and creating a career path for employees in Operations. Discussion ensued.

Following brief technical difficulties, Mr. McShane resumed displaying the documents. He referred to the resolution and listed the changed salary ranges.

Mr. Freeman confirmed to Mr. Drummond that existing employees would have to apply for openings which were available.

Mr. McShane displayed the salary range spreadsheet and discussed the ranges. He spoke about experience and CDL track options in the Maintenance II position.

In response to a question from Vice President McKenzie, Mr. McShane said the Operations Leads and the Superintendent had wanted this change for some time, and had been consulted in the development of the job descriptions.

**President Rathbun moved to approve Resolution 2020-32, 2020 Authorized Positions and Salary Range Revision II. Vice President McKenzie seconded the motion. All present voted in favor and the motion carried.**

## **STAFF REPORTS:**

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

- 2021 Budget process
- Comparative 2019 and 2020 revenue collections
- Liability insurance

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

- Last day of full water delivery – October 12, 2020
- Preparations for water off activities and winterization
- Capital projects including Martin Meadows, Finley
- Canal widening and lining
- Baseline testing

President Rathbun complimented the crew for the quality of their work on capital projects.

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

- 2020 water year ended with full supply
- Reservoir storage above average (as reported by usbr.gov Yakima River Five Reservoir Diagram, and Water Year Graph)
- La Niña advisory (as reported by noaa.gov ENSO Diagnostic Discussion)
- Three-month Weather outlook (as reported by NOAA.gov Climate Prediction Center)
- River Operations meeting – October 7, 2020 via WebEx
- Recent wild fire burned about 600 acres in KID's watershed
- Title Transfer Memorandum of Agreement (MOA) negotiations

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

- Title Transfer Memorandum of Agreement (MOA) negotiations and progress
- First TRIDEC Tri-City Regional Water Priorities Discussion – October 7, 2020
- COVID-19

At Mr. Freeman's request, Mr. Berglund reported regarding public relations activities including:

- Participation in a community Clean Up project
- Director Huffman's donation of pumpkins for the fall photo competition prizes
- KID sponsoring of the City of Kennewick's trunk-or-treat and other Halloween events. He noted that there would be volunteer opportunities
- Customer Service Appreciation Week

**WORKSHOP:** None

**EXECUTIVE SESSION:** At 10:20 a.m., on behalf of the presiding officer, Mr. Freeman 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), and to consider the minimum price at which real estate will be offered for sale or lease, pursuant to RCW 42.30.110(1)(c), for approximately 20 minutes beginning at 10:25 a.m. and ending at 10:45 a.m. unless extended.

Mr. McShane noted that public attendees would be returned to the Zoom waiting room and would be readmitted when open session resumed.

**OPEN SESSION:** At 10:45 a.m., the meeting resumed in open session.

**Director Huffman moved to amend the agenda to add an action, Approving Amendment to Pink Farm Lease. Vice President McKenzie seconded the motion. All present voted in favor and the motion carried.**

**ACTION ITEMS:**

**Approving Amendment to Pink Farm Lease:** Ms. Rosenbaum presented a proposed extension to the lease with Pink Farms, LLC. She briefly reviewed history of the property acquisition and lease. She went over the process followed to offer the property for lease.

Ms. Rosenbaum reviewed the negotiated lease terms with the existing tenant, Pink Farms LLC. She noted that KID would continue to pay an annual rental fee of \$20,000 for the irrigation pivot system to the previous land owner. She said annual lease income after expenses would be approximately \$25,000.

Director Huffman said he was in favor of the amendment based on review in Realty Committee.

**President Rathbun moved to approve the Lease Amendment as written for Pink Farms, LLC effective October 6, 2020. Director Huffman seconded the motion. All present voted in favor and the motion carried.**

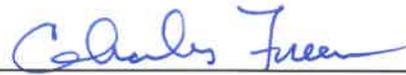
**Director Huffman moved to adjourn. Vice President McKenzie seconded the motion. All present voted in favor and the motion carried.**

Attest:

Witness:



Kirk Rathbun, President  
Minutes approved October 20, 2020



Charles Freeman, Board Secretary

Prepared by Doris Rakowski