



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, all participants were present remotely via the Zoom platform.

Directors:

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

Staff Present:

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

Other Persons Present:

John Crotty, Western Legal
Two members of the public

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: 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 Special Meeting, August 26, 2020
2. Minutes, KID Board Meeting, October 6, 2020
3. Vouchers/Warrant Approval

Accounts Payable:

Numbers:

	81331	through	81331	\$	142.50
	81332	through	81380	\$	262,114.57
Bank Drafts	FSA			\$	827.35
Bank Drafts	General			\$	1,435.65
Bank Drafts	AP			\$	90,246.29
Total Accounts Payable				\$	354,766.36

Payroll:

Numbers:

	-	through	-	\$	-
Direct Deposit		10/5/2020		\$	125,425.99
Total Payroll				\$	125,425.99
Total Disbursements				\$	480,192.35

Voided Checks: None

PRESENTATIONS: None

PUBLIC HEARING: None

BOARD REPORTS: None

ACTION ITEMS:

Director Position 2 Vacancy: Mr. Freeman presented process and calendar recommendations for filling the vacancy created by Director Raman Venkata's resignation.

Mr. Freeman reported on a communication with the Benton County Administrator. The Commissioners meet weekly, so an appointment action would be expected in early January, after the KID Board's recommendation was received.

Mr. Freeman reviewed the proposed application, last used for the 2017 vacancy. He said the 2017 interview questions, reviewed by President Rathbun, were approved to be used again.

President Rathbun thanked Mr. Freeman and staff for quickly preparing to get the seat filled.

Director Ward moved to approve the proposed application for candidates for appointment to Position 2 of the KID Board of Directors and to instruct the District Manager to issue a press release and place advertisements according to the schedule presented. Vice President McKenzie seconded the motion. All present voted in favor and the motion carried.

RESOLUTIONS:

Resolution 2020-33, 2021 Budget Adoption: Mr. Freeman reviewed his budget letter to the board, including revenue and expenditure assumptions, Reserve Funds, and major initiatives.

Mr. Drummond spoke about Mr. Freeman's mandate to cut expenses, and the budgeting process. He displayed the Summary of Budgeted Revenues/Expenditures for Fiscal Year 2021 and spoke about Operating Fund Types, Capital Project Funds and Internal Reserve Funds.

President Rathbun thanked staff for their work preparing the budget.

President Rathbun moved to approve Resolution 2020-33, 2021 Budget Adoption. Director Ward seconded the motion. All present voted in favor and the motion carried.

Resolution 2020-34, Sole Source Purchase of Forklift: Mr. McShane proposed to purchase an extending forklift, to be used for lining and other projects. It would be a sole source purchase because it was a used forklift that represented a good value to the District based on price and operating hours. He reviewed the purchase evaluation of several units. Purchase of the unit would offset annual rental costs.

In response to a question from President Rathbun, Mr. McShane spoke about benefits of using a forklift rather than an excavator for stringing liner. He said KID had been using rental forklifts for this purpose since 2012. He listed other purposes for which the forklift would be used.

Director Ward moved to approve Resolution 2020-34, Authorization to Waive Competitive Bidding and Award a Sole Source Contract to Purchase a Used 2012 Genie GTH-1056 Forklift from United Rentals; Pursuant to 87.03.435(3)(c), in the amount of \$67,000 plus applicable tax and fees, with funds for this purchase to come from the Equipment Replacement Reserve Fund, and authorize Charles Freeman to execute the purchase documents. Director Huffman seconded the motion. All present voted in favor and the motion carried.

STAFF REPORTS:

Finance Manager: Mr. Drummond reported regarding:

- September financial reports at next meeting
- Annual State Audit (remote) to begin - November 2nd
- Lorayne J last potable water billing - October 19th
- Financial aspects of Lorayne J potable system transfer to City of Richland
- Assessment revenue
- COVID-19

Engineering/Operations Manager: Mr. McShane reported regarding:

- Lorayne J project completion expected in November
- Baseline testing
- Aquatic vegetation treatments
- City of Kennewick Lowlift path project
- Preparation of assessment roll
- Preparation of voter roll
- Nine Canyon Pipeline project
- Martin Meadows project
- Finley project

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

- Reservoir storage (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)
- One-month and three-month temperature and precipitation outlook (as reported by noaa.gov Climate Prediction Center)
- Title transfer memorandum of agreement
- Washington State Water Resources Association executive committee - October 21st
- Tablets for directors
- Realty Committee meeting - October 29th

District Manager: Mr. Freeman reported regarding:

- Leadership Group - 28th
- Poll workers for elections being sought outside high risk groups
- Public records training last week
- National Water Resources Association virtual conference - November 9th to 11th
- Washington State Water Resources Association virtual conference - December 2nd to 4th

WORKSHOP: None

EXECUTIVE SESSION: At 9:51 a.m., President Rathbun announced that the Board would go into executive session following a short break, 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, unless executive session was extended.

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

Executive session was extended for five minutes at 10:16 a.m.

OPEN SESSION: At 10:24 a.m., the meeting resumed in open session.

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 November 3, 2020



Charles Freeman, Board Secretary

Prepared by Doris Rakowski