



**Board of Directors Meeting
And Election Canvassing**
Monday, December 14, 2020, 9:00 a.m.
Meeting conducted via the Zoom platform

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, most participants were present remotely via the Zoom platform, however the 2015 S Ely St, Kennewick, WA office was open for canvassing and observation.

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:

Carol Schwarder, Election Inspector
Allison Chan, Election Judge
Anne Crotty, Election Judge
Two members of the public

APPROVAL OF AGENDA: Election canvassing was moved to the first item on the agenda.

Director Huffman moved to approve the agenda as changed. Director Ward seconded the motion. All present voted in favor and the motion carried.

ACTION ITEMS:

Election Canvassing: Vice President McKenzie recused himself action on election canvassing.

Mr. Freeman reported that votes cast in person on Election Day were counted, certified and preserved on December 8, 2020 in accordance with RCW 87.03.095 and RCW 87.03.100, and that the returned absentee ballots were kept unopened and were presented at this time by Assistant Board Secretary McShane on his behalf, in accordance with RCW 87.03.034.

Mr. Freeman said the Board's practice was to delegate counting ballots to the election board. The election board members were present in the KID board room, using appropriate COVID-19 precautions, and ready to conduct the counting on camera during the Zoom meeting.

President Rathbun moved to delegate counting the ballots to the election board. Director Ward seconded the motion. Directors Huffman, Ward and Rathbun voted in favor. Director McKenzie abstained. The motion carried.

The election board commenced counting the ballots.

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, November 17, 2020
2. Minutes, KID Board Meeting, December 1, 2020
3. Confirm Appointment Request Letter

4. Short Plat 2020-016 - Adams
5. Final Plat Clearwater Creek Phase 11 and pipeline upsizing approval
6. Preliminary Plat - Sherman Heights
7. Vouchers/Warrant Approval

Accounts Payable:

Numbers:

	81570	through	81570	Paid Electronically	\$	6,817.83
	81571	through	81572	Paid Electronically	\$	2,589.01
Bank Drafts	FSA				\$	214.90
Bank Drafts	General				\$	4,549.73
Bank Drafts	AP				\$	89,125.22
Total Accounts Payable					\$	103,296.69

Payroll:

Numbers:

	34252	through	34302	\$	9,175.00
	34303	through	34303	\$	4,799.45
Direct Deposit		12/4/2020		\$	125,925.00
Total Payroll				\$	139,899.45

Voided Checks:

Check # 81332 VOID and Reissue – Lost payment	\$	(471.00)
Total VOID	\$	(471.00)
Total Disbursements	\$	242,725.14

PUBLIC COMMENTS: None

PRESENTATIONS:

Financial Reports - November 2020: Mr. Drummond presented highlights of displayed report pages including:

- Balance Sheet as of November 30, 2020
- Balance Sheet – Comparative as of November 30, 2020 and 2019
- Statement of Revenues and Expenditures – Budget to Actual
- Fund Balance Change as of November 30, 2020

Director Huffman moved to approve the November 2020 Financial Reports. Director Ward seconded the motion. All present voted in favor and the motion carried.

PUBLIC HEARING: None

BOARD REPORTS: None

ACTION ITEMS:

Approval of Scope of Work (SOW) to Conduct an Archaeological Surface Survey of the Kennewick Irrigation District (KID) Transferred Works Easements: Mr. Defoe spoke about KID's participation in negotiations between the U. S. Bureau of Reclamation (USBR) and the Washington State Historical Preservation Officer (SHPO) regarding mitigation for adverse effects under the National Historic Preservation Act related to the title transfer proposal.

Mr. Defoe reported about concerns raised by the Confederated Tribes of the Umatilla Reservation (CTUIR) regarding protection of archaeological resources, and said KID agreed to conduct an archaeological surface survey of the KID transferred works easements to address the concerns.

Mr. Defoe recommended amending the contract with Northwest Cultural Resources Services (NCRS), to include an additional scope of work for completion of the archeological surface survey, at a cost not to exceed \$110,000, plus mileage or automobile rental costs if required.

President Rathbun was called away from the meeting.

Mr. Defoe spoke further about comments received during the SEPA process. The cultural resources survey process and expected timeframe were discussed.

President Rathbun returned to the meeting.

Director Ward moved to approve Amendment No. 1 to the Contract with Northwest Cultural Resources Services to add an additional Scope of Work to Conduct an Archaeological Surface Survey of the Kennewick Irrigation District Transferred Works Easements, and to authorize Chuck Freeman, District Manager, to execute the contract amendment. Director Huffman seconded the motion. All present voted in favor and the motion carried.

RESOLUTIONS:

Resolution 2020-38, Amendment to Resolution 2019-11, Authorization of Collection of Surcharges for PLA properties in the Highland Gardens-Nielsen's Plat Benefit Area: Mr. McShane spoke about the completed Highland Gardens-Nielsen's Plat Benefit Area project and presented the resolution to authorize collection of surcharges. He said the action mirrored that approved for the Martin Meadows Benefit Area. He reviewed payment options and connection terms offered in the resolution, and said the options were offered to encourage participation.

In response to a question from Vice President McKenzie, Mr. McShane said the cost was just under the initial estimate of about \$6 per equivalent irrigation units (EIU).

Director Huffman moved to approve Resolution 2020-38, Amendment to Resolution 2019-11, Authorization of Collection of Surcharges for PLA Properties in the Highland Gardens-Nielsen's Plat Benefit Area, Amending Resolution 2019-11. Director Ward seconded the motion. All present voted in favor and the motion carried.

Election Canvassing: Mr. McShane reported that the election board had complete counting of the absentee ballots and delivered to him the ballots, certificate of qualifications envelopes, and Certificate of Absentee Returns.

Mr. McShane read from RCW 87.03.100, "...if any person be of the opinion that the vote of any precinct has not been correctly counted, he may appear on the day appointed for the board of directors to open and canvass the returns, and demand a recount of the vote of the precinct that is so claimed to have been incorrectly counted." He asked if anyone present or observing online wished to have a recount of the absentee or regular returns. There were no such requests.

Results of the Certificates of Regular and Absentee Returns were transferred to the Statement of Results of Election, and read aloud:

	Votes by Regular Return (Polling Place)	Votes by Absentee Return	Total Votes
David McKenzie	278	734	1,012
John Trumbo	83	0	83
Write-in	0	0	0
Number of Votes Cast	361	734	1095

Mr. McShane offered another opportunity for recount, and none was requested.

President Rathbun moved to accept Certification of the 2020 Election. Director Huffman seconded the motion. Directors Huffman, Ward and Rathbun voted in favor. Director McKenzie abstained. The motion carried.

Director McKenzie was declared re-elected and Mr. McShane said a Certificate of Election would be provided to him.

Mr. Freeman thanked Carol Schwarder, Allison Chan, and Anne Crotty for their service on the election board.

Resolution 2020-39, 2020 Budget Revision: Mr. Drummond reported that the proposed budget amendment would create budgets for previously authorized expenditures and allow interfund transfers. The amendment would:

- Create a budget for Board-approved land purchases in 2019 and 2020; and
- Reflect creation of the Central Storage Reservoir Development Fund; and
- Increased the budget for USBR annual maintenance to reflect the USBR's extraordinary increase in this expense in 2020; and
- Move forward to 2021 the projected expense for funding Lorayne J's pay back to Ecology.

He reported that there was no fiscal impact because no new expenses were authorized.

Vice President McKenzie moved to approve Resolution 2020-39, 2020 Budget Revision 1. Director Ward seconded the motion. All present voted in favor. The motion carried.

STAFF REPORTS:

Finance Manager: Mr. Drummond reported regarding:

- Wrapping up 2019 Audit with no significant issues
- Year-end accounting and final checks being written
- December 17th deadline for invoices

Engineering/Operations Manager: Mr. McShane reported regarding winter work activities.

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
- Accounting of conserved water in the Integrated Plan (IP)

Vice President McKenzie said he was encouraged by consideration of lower river issues at the recent IP meeting.

Upcoming meetings:

- Washington State Water Resources Association (WSWRA) Legislative Committee – December 15th
- WSWRA Executive Board – December 16th
- Lower River Coordination call – December 17th
- Title Transfer bi-weekly call – December 17th

District Manager: Mr. Freeman reported regarding:

- Benton County Commissioners to consider Dean Dennis for appointment to the KID Board on December 22nd.
- Christmas Eve was declared a Federal holiday by President Trump. KID would adopt this holiday for 2020, and close the office. Staff would be notified by email.
- Yakima Basin Joint Board (YBJB) – December 18th

Mr. Berglund spoke about the Santa drive-through event with gift bags planned for Wednesday from 2:00 p.m. to 4:00 p.m. and Thursday from 3:00 p.m. to 5:00 p.m. He reported that KEPR interviewed him today about the event.

President Rathbun thanked staff for their work keeping the water running in 2020 and Mr. Freeman for early action regarding COVID 19 precautions.

Director Huffman added his thanks, and wishes for a merry Christmas and happy new year.

WORKSHOP: None

EXECUTIVE SESSION: None

Director Huffman moved to adjourn at 10:26 a.m. Director Ward seconded the motion. All present voted in favor and the motion carried.

Attest:

Witness:



Kirk Rathbun, 2020 Board President
Minutes approved January 5, 2021



Charles Freeman, Board Secretary

Prepared by Doris Rakowski