



Minutes

President Huffman called the meeting to order at 9:03 a.m. and Mr. Freeman called roll. Due to the COVID-19 office closure, participants were present remotely via the Zoom platform.

Directors:

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

Staff Present:

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

Other Persons Present:

John Crotty, Western Legal
Two members of the public

APPROVAL OF AGENDA: Vice President Rathbun moved to approve the agenda. Director Dennis seconded the motion. The motion carried unanimously.

CONSENT AGENDA: Director McKenzie moved to approve the consent agenda. Vice President Rathbun seconded the motion. The motion carried unanimously.

Items on the consent agenda were:

1. Minutes, KID Board Meeting, January 5, 2021
2. Short Plat 20-11: 2918 S Jean St.
3. Vouchers/Warrant Approval

Accounts Payable:

Numbers:

| | | | | | |
|-------------------------------|---------|---------|-------|-----------|---------------------|
| | 81736 | through | 81749 | \$ | 969,744.87 |
| Bank Drafts | FSA | | | \$ | 140.26 |
| Bank Drafts | General | | | \$ | 2,486.92 |
| Bank Drafts | AP | | | \$ | 107,812.83 |
| Total Accounts Payable | | | | \$ | 1,080,184.88 |

Payroll:

Numbers:

| | | | | | |
|----------------------|---|------------|---|-----------|-------------------|
| | 0 | through | 0 | \$ | - |
| Direct Deposit | | 12/21/2020 | | \$ | 150,039.44 |
| Total Payroll | | | | \$ | 150,039.44 |

Voided Checks:

None

| | | |
|----------------------------|-----------|---------------------|
| | \$ | - |
| Total VOID | \$ | - |
| Total Disbursements | \$ | 1,230,224.32 |

PUBLIC COMMENTS: None

PRESENTATIONS:

Draft Financial Reports, December 2020: Mr. Drummond presented highlights of the draft report pages including:

- Draft Balance Sheet, as of December 31, 2020
- Draft Balance Sheet – Comparative, as of December 31, 2020 and 2019
- Draft Statement of Revenues & Expenditures - Budget to Actual, Period ending December 31, 2020
- Draft Statement of Revenues & Expenditures - Comparative, Period ending December 31, 2020
- Statement of Grant Resources for Current Grants
- Draft Fund Balance, as of December 31, 2020
- Cash Investment Report, as of December 31, 2020

Vice President Rathbun moved to accept the Draft Financial reports for December 2020. Director McKenzie seconded the motion. The motion carried unanimously

Public Records Act Basics Training: Mr. Freeman introduced the Public Records Act (PRA) training.

Ms. Rakowski spoke briefly about public service and public records.

Mr. Crotty spoke about the nature of public records and the importance of retention of those records. He recommended the use of KID-issued devices for KID business, and said it was best to use text messaging for transient records only. He offered assistance with any PRA questions.

The Washington State Attorney General video, "Public Records Act Basics," was shown, fulfilling the Public Records Act portion of the elected official training required by RCW 42.56.150.

PUBLIC HEARING: None

BOARD REPORTS: None

ACTION ITEMS:

Appointment of Committee Members and Chairs: President Huffman made the following committee appointments:

- Operations & Engineering Committee: David McKenzie, Chair, and Arland Ward
- Finance Committee: Kirk Rathbun, Chair, and Dean Dennis
- Realty Committee: Gene Huffman, Chair, and David McKenzie

Appointment of Board Representatives to Meetings of Other Agencies: President Huffman made the following appointments of KID representatives to other agencies:

- WSWRA (WA State Water Resource Association): Kirk Rathbun and Gene Huffman
- NWRA (National Water Resource Association): Gene Huffman and Kirk Rathbun
- Tri-State meetings (of WSWRA, Oregon Water Congress and Idaho Water Users Association): David McKenzie and Arland Ward

- Yakima Basin Integrated Water Resource Management Plan and/or related subcommittees: David McKenzie and Dean Dennis
- YBB (Yakima Basin Joint Board): David McKenzie and Dean Dennis
- Water Strategies (Irrigation Leader): Kirk Rathbun and Gene Huffman
- TRIDEC: Kirk Rathbun and Gene Huffman

PC2021-04 AP 1.8 Siphon Pipe (Materials Only): Mr. McShane presented the request for contract award authorization in advance of the February 1st bid opening. He spoke about the materials needed to replace an existing concrete siphon on the AP 1.8 canal in the Southridge Master Plan area.

In response to a question from Vice President Rathbun, Mr. McShane use of PVC or ductile iron pipe would be decided based on the bids received.

Vice President Rathbun moved to authorize the District Manager, Charles Freeman, to execute Contract PC2021-04: AP 1.8 Siphon Pipe (Materials Only) to the lowest responsible bidder, up to an amount not to exceed \$100,000.00. Director McKenzie seconded the motion. The motion carried unanimously.

PC2021-02 Purchase of Concrete for 2016 and 2018 WaterSMART Main Canal: Mr. McShane presented the request for contract award authorization in advance of the January 25th bid opening. He spoke about the materials needed for continuing 2016 and 2018 WaterSMART grant work.

Mr. McShane said he hoped from 1.5 to more than 2 miles of lining would be completed this year.

Director McKenzie moved to authorize the District Manager, Charles Freeman, to execute Contract PC2021-02: Purchase of Concrete for 2016 and 2018 WaterSMART to the lowest responsible bidder, up to an amount not to exceed \$80,000.00. Director Ward seconded the motion. The motion carried unanimously.

Schedule Special Meeting ~ Strategic Planning: Mr. Freeman said he and President Huffman recommended calling a special meeting for strategic planning, to be held February 24, 2021 at 9 a.m. via Zoom. He spoke briefly about topics which could be included on the agenda, which would be announced prior to the meeting date, consistent with the Open Public Meetings Act.

Director Dennis moved to schedule a Strategic Planning session with staff via Zoom on February 24, 2021 at 9:00 a.m. Vice President Rathbun seconded the motion. The motion carried unanimously.

RESOLUTIONS:

Resolution 2021-03, Sole Source Purchase of Vactor Parts from Owen Equipment: Mr. McShane presented sole source justification for a purchase of Vactor parts for maintenance of the District's Vactor from Owen Equipment. He reported that each territory had licensed distributors and KID could not acquire quotes from other distributors.

Director McKenzie moved to approve Resolution 2021-03 Authorization to Waive Competitive Bidding and Award a Sole Source Contract to Purchase Vactor Parts from Owen Equipment, pursuant to RCW 87.03.435(3)(c). Vice President Rathbun seconded the motion. The motion carried unanimously.

STAFF REPORTS:

Finance Manager: Mr. Drummond reported regarding:

- State Audit exit conference
- K-Club contract to be rewritten
- Preparation for assessment and newsletter mailing
- Preparation of accounting information for special meeting
- Lorayne J

Engineering/Operations Manager: Mr. McShane reported regarding:

- Field crew winter activities, including use of the new bulldozer
- Engineering staff winter activities
- Pre-water season operational testing planned to start March 8th

Recent meetings:

- Technical working group on water supply framing and modeling
- Mid-Columbia Fisheries group
- TRIDEC Working Water Group
- Yakima Basin Integrated Plan

Land & Water Resources Manager: Mr. Defoe displayed and discussed web pages including:

- usbr.gov - Yakima River Five Reservoir Diagram and Water Year Graph
- noaa.gov – La Niña Advisory status, Three-Month Outlook maps, and Precipitation and Temperature graphs for the water year and the calendar year

Mr. Defoe also reported regarding title transfer and the archeological resources survey.

District Manager: Mr. Freeman reported regarding:

- Summary requested for WRWRA legislative call, which coincided with this meeting
- Newsletter dedicated to irrigation district elections
- Lower River priorities for Integrated Plan
- Temporary worker staffing efforts and wage levels
- WSWRA Board of Directors meeting tomorrow at 10:00 a.m.

WORKSHOP: None

EXECUTIVE SESSION: At 10:30 a.m., on behalf of the presiding officer, Mr. Freeman announced that the Board would go into executive session to consider the minimum price at which real estate will be offered for sale or lease, pursuant to RCW 42.30.110(1)(c), to discuss with legal counsel representing the district litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency, pursuant to RCW 42.30.110 (1)(i)(iii), and to review the performance of a public employee, pursuant to RCW 42.30.110(g), for approximately 45 minutes. Action was expected following executive session.

Mr. McShane noted that members of the public would be moved to the Zoom waiting room until the end of executive session.

At 11:15 a.m., executive session was extended for five minutes.

At 11:20 a.m., executive session was extended for five minutes.

OPEN SESSION: At 11:25 a.m., members of the public were re-admitted and the meeting resumed in open session.

Vice President Rathbun moved to amend the agenda to discuss the sale of real property and to adjust the salary range for two employees. Director McKenzie seconded the motion, which carried unanimously.

Authorizing Sale of Stoneridge, Block 1, Lot 11B, KID # 7115 (Portion): Ms. Rosenbaum presented recommendation to authorize the sale of a 2.49 acre lot to Prabhot Kahlon for an Urgent Care Health Services Office Building. She reviewed terms of the proposed agreement, including total sale price of \$1,735,430.40 (\$16.00 per square foot), and a 5% earnest money deposit. A 3% broker commission would be paid by KID at closing, which was anticipated to be on or before May 6, 2021.

President Huffman said the Realty Committee was in favor of the sale.

Vice President Rathbun moved to authorize the sale of Stoneridge Block 1, Lot 11B, to Prabhot Kahlon, in the amount of \$1,735,430.40 and authorize the Board President and Secretary Manager as signature authorities to execute the Purchase & Sale Agreement with all terms and conditions contained therein. Director McKenzie seconded the motion. The motion carried unanimously.

Adjust Salary Range for Two Employees: Vice President Rathbun reported that after discussing the District Manager's review in executive session, he had a motion to make. He called for discussion.

President Huffman spoke about Mr. Freeman's leadership and outreach to the community.

Director McKenzie spoke about Mr. Freeman's handling of day-to-day operations during the COVID-19 virus conditions.

Vice President Rathbun moved to adjust the salary range for the Board Secretary/District Manager and the Assistant Secretary Manager up by 2%. Director Dennis seconded the motion. The motion carried unanimously.

Discussion ensued. Vice President Rathbun clarified that the intent of the motion was to increase salaries to the new top of range for Mr. Freeman, effective November 2, 2020 and for Mr. McShane, effective January 1, 2021. Staff confirmed that resolutions setting salary ranges would be brought to the next meeting. Retroactive pay was discussed.

Director Dennis moved to adjourn at 11:39 a.m. Vice President Rathbun seconded the motion. The motion carried unanimously.

Attest:

Witness:


Gene Huffman, Board President
Minutes Approved February 2, 2021


Charles Freeman, Board Secretary

Prepared by Doris Rakowski