



**Minutes**

President Huffman called the meeting to order at 9:00 a.m. and Mr. Freeman called roll.

**Directors:**

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

**Staff Present:**

Charles Freeman, District Manager  
Jason McShane, Engineering/Operations Manager  
Seth Defoe, Land and Water Resources Manager  
Melissa Olheiser, Accounting Supervisor  
Kipp Drummond, Comptroller/District Treasurer  
Ben Woodard, Assistant Engineering/Ops Manager  
Lori Gibson, Executive Assistant to Engineering  
Doris Rakowski, Executive Assistant

**Other Persons Present:**

John Crotty, Western Legal  
Rich Romm, HUB International  
Two members of the public

**Director Rathbun moved to excuse Director Ward's absence. Vice President McKenzie seconded. All present voted in favor and the motion carried.**

**APPROVAL OF AGENDA: Director Rathbun moved to approve the agenda. Vice President McKenzie seconded. All present voted in favor and the motion carried.**

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

Items on the consent agenda were:

1. Minutes, KID Board Meeting, December 7, 2021
2. SUB-2021-0005-Mills End Preliminary Plat
3. Vouchers/Warrant Approval

**Accounts Payable:**

Numbers:

	83415	through	83418	\$	1,154,194.01
	83419	through	83457	\$	210,731.71
Bank Drafts	FSA			\$	-
Bank Drafts	General			\$	-
Bank Drafts	AP			\$	123,257.06
<b>Total Accounts Payable</b>				\$	<b>1,488,182.78</b>

**Payroll:**

Numbers:

	34399	through	34399	\$	748.61
Direct Deposit		1/5/2022		\$	142,384.49
<b>Total Payroll</b>				\$	<b>143,133.10</b>

**Voided Checks:**

	None			\$	-
<b>Total VOID</b>				\$	<b>-</b>
<b>Total Disbursements</b>				\$	<b>1,631,315.88</b>

**PUBLIC COMMENTS:** None

**PRESENTATIONS:**

**Annual Board Training – Rich Romm, HUB International:** Mr. Romm presented “Board Liability – Creating Balance”. He spoke regarding:

- Workplace professionalism
- Organizational and board liability
- Minimizing risk
- Deliberating many voices, but govern in one
- Leadership team roles of the boards and managers
- Board and managers expectations of each other
- Dos and don'ts for managers and boards
- Board procedures
- Open Public Meetings Act - RCW 42.30
- Executive sessions
- Public Records Act - RCW 42.56
- Confidentiality, effective communication, and building trust

Director Ward joined the meeting during the presentation.

At President Huffman's request, Mr. Crotty spoke about what constituted a quorum or a serial board meeting.

**PUBLIC HEARING:** None

**BOARD REPORTS:** None

**ACTION ITEMS:**

**Appointment of Committee Members and Chairs:** President Huffman made committee appointments as follows:

- Operations & Engineering: David McKenzie, Chair, and Arland Ward
- Finance: Kirk Rathbun, Chair, and Griffin Hanberg
- Realty: Gene Huffman, Chair, and David McKenzie

**Appointment of Board Representatives to Meetings of Other Agencies:** President Huffman made board representative appointments as follows:

- WSWRA (WA State Water Resource Association): Kirk Rathbun and Gene Huffman
- NWRA (National Water Resource Association): Gene Huffman and Kirk Rathbun
- Tri-State meetings (WSWRA, OR Water Congress and ID Water Users Assn): David McKenzie and Arland Ward
- Yakima Basin Integrated Water Resource Management Plan and/or related subcommittees: David McKenzie and Griffin Hanberg
- YBJB (Yakima Basin Joint Board): David McKenzie and Griffin Hanberg
- Water Strategies (Irrigation Leader): Kirk Rathbun and Gene Huffman
- TRIDEC: Kirk Rathbun and Gene Huffman

**Call Special Meeting – Central Storage Reservoir Scoping Kick Off Meeting:** Mr. Freeman recommended the board call a special meeting on February 10, 2022, at 6:00 p.m. for the Central

Storage Reservoir Scoping Kick Off Meeting, which would be held via Zoom. He reported that Ben Floyd would be contracted to run the meeting and briefly spoke about meeting format.

**Director Rathbun moved to call a special meeting for the Central Storage Reservoir Scoping Kick Off Meeting on February 10, 2022, at 6:00 p.m., via Zoom. Director Ward seconded. All present voted in favor and the motion carried.**

**RESOLUTIONS:**

**Resolution 2022-02, Authorization for System Take-Over of the Lincoln Meadows Private Line Area (PLA):** President Huffman tabled the action until the next meeting.

**Resolution 2022-03, Authorization for System Take-Over of the Lincoln Center Development Private Line Area (PLA):** President Huffman tabled the action until the next meeting.

**STAFF REPORTS:**

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

- State audit completion
- Year-end accounting and reporting
- 2022 Assessment and newsletter

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

- Canal lining activities
- Southaven private line area neighborhood meeting about pond decommissioning – Thursday, January 20, 2022
- PLA System Take-Overs of the Lincoln Meadows, Lincoln Center Development, and South Haven waiting for Loren Sharp to review materials
- Cottonwood Meadows PLA conversion update
- Water Supply Technical meeting – Thursday, January 20, 2022
- COVID-19 management

President Huffman thanked Mr. McShane for his recent tour of the operations activities.

**Land & Water Resources Manager:** Mr. Defoe displayed and discussed webpages including:

- [usbr.gov](http://usbr.gov) Hydromet - Teacup diagram, and Water Year Graph
- [nrms.usda.gov](http://nrms.usda.gov) - Washington SNOTEL Current Snow Water Equivalent % of Normal map
- [cpc.ncep.noaa.gov](http://cpc.ncep.noaa.gov) - Monthly and Seasonal Temperature and Precipitation Outlook maps, and El Niño/Southern Oscillation (ENSO) La Niña Advisory
- [wrh.noaa.gov](http://wrh.noaa.gov) -Temperature and Precipitation graphs for Pasco, Washington

Mr. Defoe also reported regarding:

- Infrastructure Engineer John Darrah to start February 1, 2022. Interim IT services.
- Central storage reservoir scoping preparations

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

- Requested the board schedule a board retreat for strategic planning
- March 7, 2022 – all staff training
- Comptroller/Treasurer recruitment progress
- Title Transfer virtual ceremony with U.S. Bureau of Reclamation Commissioner Camille Calimlim Touton

- WSWRA legislative virtual meeting – Wednesday, January 19, 2022
- WSWRA executive director replacement progress
- COVID-19 management – no travel; virtual meetings

**WORKSHOP:** None

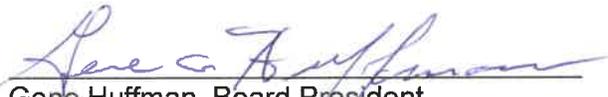
**EXECUTIVE SESSION:** None

At 10:22 a.m., President Huffman called for a motion to adjourn

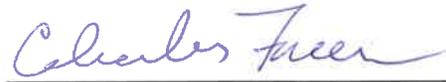
**Director Rathbun moved to adjourn. Director Ward seconded. All present voted in favor and the motion carried.**

Attest:

Witness:



Gene Huffman, Board President  
Minutes Approved February 1, 2022



Charles Freeman, Board Secretary

Prepared by Doris Rakowski