



**Minutes**

On behalf of President Huffman who was participating via Zoom, Vice President McKenzie called the meeting to order at 9:00 a.m. and Mr. Freeman called roll.

**Directors:**

Gene Huffman, President (remote)  
 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  
 Stuart Dezember, Comptroller/District Treasurer  
 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: Director Ward moved to approve the agenda. Director Rathbun seconded. The motion carried.**

**CONSENT AGENDA: Director Rathbun moved to approve the consent agenda. Director Ward seconded. The motion carried.**

Items on the consent agenda were:

1. BSP-2022-0020 - 6511 W Hood Pl
2. BSP-2022-0017 - 10th Ave & Columbia Center Blvd Phase 1 & 2 - PSA Inc.
3. S2022-102 Preliminary Plat of Halara Hills
4. Vouchers/Warrant Approval

**Accounts Payable:**

Numbers:

	84371	through	84372	\$	5,389.43
	84373	through	84377	\$	85,208.09
	84378	through	84437	\$	182,819.76
	84438	through	84439	\$	72,676.98
Bank Drafts	FSA			\$	-
Bank Drafts	General			\$	-
Bank Drafts	AP			\$	89,372.93
<b>Total Accounts Payable</b>				<b>\$</b>	<b>435,467.19</b>

**Payroll:**

Numbers:

	0	through	0	\$	-
Direct Deposit		8/19/2022		\$	142,673.09
<b>Total Payroll</b>				<b>\$</b>	<b>142,673.09</b>

**Voided Checks:**

	None			\$	-
<b>Total Disbursements</b>				<b>\$</b>	<b>578,140.28</b>

**PUBLIC COMMENTS:** None

**PRESENTATIONS:** None

**PUBLIC HEARING:** None

**BOARD REPORTS:** Vice President McKenzie reported that he attended the Yakima Nation's Honoring Chamna event at Wye Park on September 1. Topics at the event included Bateman Island causeway removal and lower river improvement plans.

**ACTION ITEMS:**

**Approval of Project Flow Chart:** Mr. McShane referred to a memo distributed at the meeting. He spoke about the planning process used to update the capital project list and other projects. He reviewed the steps in the Project Approval Flow Chart.

**Director Rathbun moved to approve the Project Approval Flow Chart. Director Ward seconded. The motion carried.**

**Policy 2.5, Helping Hands, Revision 5:** Mr. Dezember presented the newly updated procedure. He noted that some items were moved from the procedure to the policy, and that the procedure was being updated as well.

Changes to the policy included:

- Helping Hands application fee, and assistance levels 1 and 2 amounts to be set in the Administrative Fee Schedule
- Customers who used Helping Hands previously must pay at least 30% of their remaining account balance to be eligible for further assistance
- Only legal owners of properties may request Helping Hands assistance.
- Customers with multiple properties must provide documentation that the delinquent property is their primary residence.
- If all Helping Hands monies have been distributed to customers in need, the Board will suspend the program and determine if the program will be re-opened.

Mr. Dezember reported that the account balance available was \$46,767. He noted there had been an uptick in applications due to restarting foreclosure proceedings.

In response to a question from Vice President McKenzie, Mr. Dezember said there were no changes to the process of approval through the Community Action Committee (CAC).

**Director Rathbun moved to approve the KID Helping Hands Policy 2.5 revision 5. Director Ward seconded. The motion carried.**

**Travel Authorization, NWRA Annual Conference:** Mr. Freeman presented the request to approve up to three staff members and two directors to attend the NWRA Annual Conference. Discussion ensued.

**Director Hanberg moved to authorize up to two directors and three staff members to travel to Santa Barbara, CA for the 2022 NWRA Annual Conference. Director Rathbun seconded. The motion carried.**

**Travel Authorization, Irrigation Leader Educational Tour:** Mr. Freeman presented the request for up to two directors and one staff member to attend the educational tour in Israel. He noted

that while it was expensive, the district received good benefit from previous tours, such as the New Zealand tour. He said the Israel tour was an opportunity to see how irrigation was handled in a place with little water, as well as meet with the Amiad filters manufacturer.

Director Rathbun and Director Hanberg spoke in favor of these educational tours. Mr. McShane spoke about the helpfulness of contacts made with Rubicon in New Zealand and said this tour would help establish contacts with the Amiad company.

Vice President McKenzie expressed appreciation to Irrigation Leader for arranging these tours.

**Director Rathbun moved to authorize up to two directors and one staff member to travel to Israel for the Irrigation Leader Educational Tour. Director Ward seconded. The motion carried.**

**Southcliffe Development – Acceptance of Statutory Warranty Deed for the Amon Pump Lateral:** Mr. McShane spoke about the history of agreements with the developer. He said that now that sections of the project were completed the developer was ready to deed the Amon Pump Lateral property to the KID pursuant to the agreement.

Mr. McShane confirmed to Vice President McKenzie no current planned work in the easement, but said it was easier for KID to maintain rights-of-way or easements if the property was not owned by adjacent homeowners.

**Director Rathbun moved to approve and accept the Statutory Warranty Deed, direct staff to obtain the necessary signatures, and record the fully executed agreement with the Benton County Auditor. Director Ward seconded. The motion carried.**

#### **RESOLUTIONS:**

**Resolution 2022-37, Approval of Water Allotment Transfer for Sherman Heights:** Mr. McShane presented the request to complete a water allotment transfer previously planned and supported by the 2014 approved list. He confirmed it was part of KID's master plan, and that this property was within the district's boundaries and the district's 20,201 irrigable acres.

**Director Ward to approve and accept the Statutory Warranty Deed, direct staff to obtain the necessary signatures, and record the fully executed agreement with the Benton County Auditor. Director Rathbun seconded. The motion carried.**

#### **STAFF REPORTS:**

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

- Foreclosure process
- Policy reviews
- Sandbox video and contract increase of less than \$2,000 approved by Mr. Freeman
- Budgeting for 2023 beginning

The unlikelihood of irrigation districts being included in state or federal utility bill relief programs was discussed.

Director Ward said the reduced number of delinquent accounts was excellent. Mr. Dezember said KID hoped to collect remaining delinquent assessments and help people remaining on the list to avoid foreclosure.

**Engineering/Operations Manager:** Mr. McShane introduced the new Operations Manager, Rob Schunk. Mr. Schunk spoke about his history with KID prior to 2012, and his experience supervising customer service, then the water resources team for the City of Corona Utilities Department in California. He said his education included a Bachelor of Science in Psychology and a Master of Public Administration.

Mr. McShane reported regarding:

- Water projections through the end of the year. Staff would request change to the monthly allocation for October to increase the amount available.
- Engineering staff work on off-season projects
- Division 4 flow testing for fuller flows in the Highland Feeder bypass project
- Aquatic vegetation control
- Terrestrial vegetation issues. High tumbleweed levels expected next year.
- Year-end segregations. Waiting to receive more from the County.
- Hiring efforts

The length of time from final plat approval to KID receiving segregations from the county was discussed.

Discussion ensued regarding the water year concept, as well as the district's legal annual diversion and appropriately distributing the monthly diversions. Legal risks of proposed actions would be discussed in executive session.

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

- [usbr.gov](http://usbr.gov) - Hydromet - Major Storage Reservoirs in the Yakima River Basin ("Teacup") diagram, and Water Year Graph
- [cpc.ncep.noaa.gov](http://cpc.ncep.noaa.gov) - El Niño/Southern Oscillation (ENSO) La Niña Advisory, and Monthly and Seasonal Temperature and Precipitation Outlook maps
- [wrh.noaa.gov](http://wrh.noaa.gov) -Temperature and Precipitation graphs for Pasco, Washington.

Mr. Defoe also reported regarding:

- Integrated Plan article
- Progress on cultural review of reservoir project site
- Some calls indicating interest in the Finley property
- Badger Coulee agricultural leases
- Realty Committee discussing Real Property Manager position

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

- Request to sign off Kachess repair cost share tabled in July. Still waiting for USBR reply.
- Tristate meeting - September 16 (Spokane)
- YRBWEP Workgroup meeting - September 14 (virtual)
- Yakima Nation's Honoring Chamna celebration
- Budgeting and wage levels
- Operations Manager Rob Schunk

**WORKSHOP:** None

**EXECUTIVE SESSION:** At 10:16 a.m., Mr. Freeman announced on behalf of the presiding officer that the board would go into executive session beginning at 10:20 a.m., 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 about 20 minutes, ending at 10:40 a.m. unless extended.

Members of the public were moved to the Zoom waiting room.

At 10:40 a.m., executive session was extended for five minutes.

**OPEN SESSION:** At 10:46 a.m., the public was re-admitted, and open session resumed.

There being no further business, Vice President McKenzie called for a motion to adjourn.

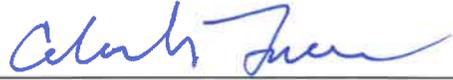
**Director Hanberg moved to adjourn. Director Ward seconded. The motion carried.**

Attest:

Witness:



Gene Huffman, Board President  
Minutes Approved October 4, 2022



Charles Freeman, Board Secretary

Prepared by Doris Rakowski