



**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  
Arland Ward  
Griffin Hanberg

**Staff Present:**

Charles Freeman, District Manager  
Jason McShane, Assistant District Manager  
Stuart Dezember, Comptroller/District Treasurer  
Seth Defoe, Land and Water Resources Manager  
Ben Woodard, Engineering and Operations Manager  
Lori Gibson, Executive Assistant  
Melissa Olheiser, Account Supervisor  
Matt Berglund, Public Relations Coordinator  
Kim Scharnhorst, Executive Assistant

**Other Persons Present:**

John Crotty, Western Legal

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

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

Items on the consent agenda were:

1. The Ridge at Candy Mountain Phase 2
2. Short Plat SHP 2023-0004 – Yakitat Road
3. Vouchers/Warrant Approval

**Accounts Payable:**

Numbers:

	85228	through	85278	\$	91,505.26
Bank Drafts	FSA			\$	-
Bank Drafts	General			\$	-
Bank Drafts	AP			\$	92,035.89
<b>Total Accounts Payable</b>				<b>\$</b>	<b>183,541.15</b>

**Payroll:**

Numbers:

	0	through	0	\$	-
Direct Deposit		3/6/2023		\$	133,833.05
<b>Total Payroll</b>				<b>\$</b>	<b>133,833.05</b>

**Voided Checks:**

None \$ -

**Total Disbursements** \$ 317,374.20

**PUBLIC COMMENTS:** None

**PRESENTATIONS:**

**Financial Reports, February 2023:** Mr. Dezember presented highlights of the report pages, including:

- Balance Sheet, as of February 28, 2023
- Balance Sheet – Comparative, as of February 28, 2023
- Statement of Revenues & Expenditures – Budget to Actual, Period ending February 28, 2023
- Fund Balance, as of February 28, 2023
- Cash Investment Report, as of February 28, 2023
- Loans Payable, as of February 28, 2023

Mr. Dezember also spoke regarding the need for a budget amendment to capture the Selah-Moxee water rights purchase.

**Director Rathbun moved to accept the Financial Reports for February 28, 2023. Director Ward seconded. The motion carried.**

**Water Strategies:**

Kris Polly presented on the work plan, which is used to measure progress and mark off benchmarks. He said that meetings are planned with Cathy McMorris Rodgers, Dan Newhouse, David Palumbo, Kiel Weaver, and John Bezdek. Dillon Kuehn presented on the distribution of partisan members of the House of Representatives and the Senate. Kris Polly further stated that bipartisanship support is the most effective path forward.

**Public Hearing: None**

**Board Reports: None**

**Action Items:**

**Procedure 1.4, Board Meetings, Revision 6:** Charles Freeman presented the revised procedure, adding the Assistant District Manager to the staff reports and updating language.

**Director Rathbun moved to approve Procedure 1.4, Board Meetings, Revision 6. Director Ward seconded. The motion carried.**

**Policy 3.1-3, Educational Benefit Program, Revision 10:** Mr. Dezember presented the item, explaining that the proposed changes were needed to stay current with the increasing costs of CDL classes. The changes include a revised Educational Plan Approval Request Form. He confirmed that employees will pay tax on any amount over \$5,250.

**Vive President McKenzie moved to approve Policy 3.1-3, Educational Benefit Program, Revision 10. Director Rathbun seconded. The motion carried.**

**Confirm Treasurer Declaration of Account Delinquencies 2019 and Prior:** Mr. Dezember explained that there were currently 13 properties with foreclosure pending. There was a discussion regarding whether legal action should be taken. The Board decided this item would be tabled to allow staff to expend extra efforts to contact property owners.

**Resolutions:**

**Resolution 2023-16 Project Acceptance and Release of Retainage for Public Works Contract PW2021-08 810 Booster Pump Evaluation and Repair:** Mr. Woodard presented the Resolution, which finalizes the contract and authorizes retainage release.

**Director Rathbun moved to approve Resolution 2023-16 Project Acceptance and Release of Retainage for Public Works Contract PW2021-08 810 Booster Pump Evaluation and Repair. Director Ward seconded. The motion carried.**

**Resolution 2023-17 Project Acceptance and Release of Retainage for Public Works Contract PW2022-08 KID Administration Building HVAC Repair II:** Mr. Woodard presented the Resolution, which finalizes the contract and authorizes retainage release.

**Vice President McKenzie moved to approve Resolution 2023-17 Project Acceptance and Release of Retainage for Public Works Contract PW2022-08 KID Administration Building HVAC Repair II. Director Hanberg seconded. The motion carried.**

**Resolution 2023-18 Project Acceptance and Release of Retainage for Public Works Contract PW2022-10 KID Administration Building Plumbing Repair:** Mr. Woodard presented the Resolution, which finalizes the contract and authorizes retainage release.

**Director Hanberg moved to approve Resolution 2023-18 Project Acceptance and Release of Retainage for Public Works Contract PW2022-10 KID Administration Building Plumbing Repair. Director Ward seconded. The motion carried.**

*The agenda was revised to allow for Executive Session to be held at this point in the meeting.*

**Executive Session:** At 10:10 a.m., Mr. Freeman announced on behalf of the presiding officer that the Board would go into executive session 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 45 minutes unless extended.

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

**Open Session:** At 10:55 a.m., members of the public were re-admitted, and the meeting resumed in open session.

**Staff Reports:**

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

- 2023 assessments have been mailed out
- KID has received over 50 requests for participation in the Helping Hands program
- Status of KID using Washington Trust Bank, in light of the recent bank failures in the news. Washington Trust Bank is a strong bank. Our LGIP investments are very low risk, as they are an organization overseen by the State Treasurer.

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

- KID will tentatively receive test water on March 29
- Replacement of PSA 54 tank sensors
- New Foreman in Operations
- Engineering Tech II position has been filled
- The rain is interfering with completing the lining project. A couple of clear days are needed.
- Maintenance items including debris burning, canal clean-out, canal lining patching, concrete fabrication
- Public works contracts for assistance during water on
- O&E Committee meeting will be directly following the Board meeting

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

- The Bureau issued 86% pro-rationing on April 1
- usbr.gov - Hydromet - Major Storage Reservoirs in the Yakima River Basin (“Teacup”) diagram and Water Year Graph
- wcc.nrcs.usda.gov - Washington SNOTEL Current Snow Water Equivalent (SWE)
- cpc.ncep.noaa.gov - Monthly and Seasonal Temperature and Precipitation Outlook
- El Niño/Southern Oscillation (ENSO) Diagnostic Discussion (La Niña has ended, currently ENSO-Neutral)
- Hydrologic Summary – snowpack is below average; TWSA is 89% of average
- Realty Committee meeting will be on March 23 at 9:00 am

**Assistant District Manager:** Mr. McShane reported regarding:

- Yakima Basin Integrated Plan Policy meeting will be March 24

**District Manager:** Mr. Freeman had nothing to report.

**Workshop:** None

President Huffman called for a motion to adjourn.

**Vice President McKenzie moved to adjourn at 11:18 am. Director Ward seconded. The motion carried.**

Attest:

  
Gene Huffman, Board President  
Minutes Approved June 6, 2023

Witness:

  
Charles Freeman, Board Secretary

Prepared by Lori Gibson