



**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  
Ben Woodard, Engineering and Operations Manager  
Lori Gibson, Executive Assistant  
Melissa Olheiser, Accounting Supervisor  
Matt Berglund, Public Relations Coordinator

**Other Persons Present:**

John Crotty, Western Legal

**APPROVAL OF AGENDA: Vice President McKenzie moved to approve the agenda. Director Hanberg seconded. The motion carried.**

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

Items on the consent agenda were:

1. Minutes, KID Board Meeting, February 7, 2023
2. Minutes, KID Board Meeting, February 21, 2023
3. Minutes, KID Board Meeting, March 7, 2023
4. Minutes, KID Special Board Meeting, March 8, 2023
5. Vouchers/Warrant Approval

**Accounts Payable:**

Numbers:

	85413	through	85414	\$	2,757.09
	85415	through	85483	\$	191,486.76
	85484	through	85487	\$	14,753.18
	85488	through	85489	\$	431.00
Bank Drafts	FSA			\$	-
Bank Drafts	General			\$	-
Bank Drafts	AP			\$	102,975.05
<b>Total Accounts Payable</b>				<b>\$</b>	<b>312,403.08</b>

**Payroll:**

Numbers:

	0	through	0	\$	-
Direct Deposit		4/20/2023		\$	156,347.65
<b>Total Payroll</b>				<b>\$</b>	<b>156,347.65</b>

**Voided Checks:**

None \$ -

**Total Disbursements** **\$ 468,750.73**

**PUBLIC COMMENTS:** None

**PRESENTATIONS:**

**Financial Statements, March 2023:** Mr. Dezember presented the Financial Statements for March 2023.

- Balance Sheet, As of March 31, 2023
- Balance Sheet – Comparative, As of March 31, 2023 and 2022
- Statement of Revenues & Expenditures – Budget to Actual, Period Ending March 31, 2023
- Statement of Revenues & Expenditures – Comparative, Period Ending March 31, 2023
- Statement of Grant Revenues for Current Awards, Period Ending March 31, 2023
- Fund Balance Change, As of March 31, 2023
- Cash Investment Report, As of March 31, 2023
- Loans Payable, As of March 31, 2023

**Director Hanberg moved to accept the Financial Statements for the period ended March 31, 2023. Director Ward seconded. The motion carried.**

**PUBLIC HEARING:** None

**BOARD REPORTS:** Mr. Huffman said he received feedback that the staff travel to Washington DC was a success.

**ACTION ITEMS:** None

**RESOLUTIONS:**

**Resolution 2023-20 Authorization for Collection of Surcharges for PLA Properties in the S. AP 2.9-1 Benefit Area, Replacing Resolutions 2017-16 and 2016-38:** Mr. Woodard presented the Resolution. He explained that Vactor parts are needed to keep KID's Vactor truck maintained and running. He further spoke about the cost of the needed part, which is a replacement water tank, will be \$4,290.55, including tax and shipping. Since Owen Equipment is the authorized distributor for our territory for Vactor parts, a sole source purchase is necessary.

**Director Ward moved to approve Resolution 2023-20 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); and authorize Charles Freeman to execute the contract. Vice President McKenzie seconded. The motion carried.**

**STAFF REPORTS:**

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

- Foreclosures – currently 9. The process server was able to make contact with all 13 property owners either in person or by posting notice. The 2020 list is also being formed so we notified these property owners that they are on that list as well.
- Assessment due date was Sunday, so payments are allowed with postmark of Monday, May 1.

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

- The goal for startup was reached in regards to testing; repair statistics from previous five years as compared to 2023
- Water Status Map
- Mahaffey, Inc., is assisting in may repair activities through a Public Works contract
- Edison pipe repair
- Southridge Booster Pump Station
- Staff position update

**Land & Water Resources Manager:** Mr. Defoe reported regarding:

- usbr.gov - Hydromet - Major Storage Reservoirs in the Yakima River Basin ("Teacup") diagram, and Water Year Graph
- There were recently two pulse flows to assist with smolt outmigration
- nrsc.usda.gov - Washington SNOTEL Current Snow Water Equivalent % of Normal map
- cpc.ncep.noaa.gov - Monthly and Seasonal Temperature and Precipitation Outlook maps, and El Niño/Southern Oscillation (ENSO) El Niño Watch (currently in ENSO-neutral conditions)

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

- Water On Staff Meeting will be on May 16
- Washington DC travel report: KID staff were well received, and he expressed appreciation to the Board for the opportunity.

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

- Washington DC travel report: KID staff were introduced to staff in Washington DC, as there has been a lot of staff turnover there. KID representatives met with David Palumbo.
- Assura software has been approved for KID's maintenance program
- The All Staff meeting will be immediately following the next board meeting on May 16
- The Food Insecurity Taskforce will begin in June, with a goal to have the plan ready for the NWRA Western Water Seminar in August

**WORKSHOP:** None

**EXECUTIVE SESSION:** At 9:41 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 45 minutes, beginning at 9:45 a.m., and ending at 10:30 a.m., unless extended. Action was possible but not expected following Executive Session.

Members of the public were placed in the waiting room.

**OPEN SESSION:**

At 10:30 a.m., the public was readmitted to the meeting.

President Huffman called for a motion to adjourn.

**Vice President McKenzie moved to adjourn at 10:30 a.m. 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