



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, via phone

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
Melissa Olheiser, Accounting Supervisor
Mardi Perry, Engineering Exec Asst (Temporary)

Other Persons Present:

John Crotty, Western Legal

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. SUB-2023-0002 – Final Plat of Mills End
2. SUB-2023-0004 – Pre-Plat of South Hill Manors
3. Easement Vacation – 909 N Kellogg St, Kennewick
4. New Easement Dedication – 1021 N Kellogg St, Kennewick
5. Confirm Job Description – Operations Intern
6. Vouchers/Warrant Approval

Accounts Payable:

Numbers:

	85490	through	85494	\$	95,537.78
	85495	through	85509	\$	76,796.78
Bank Drafts	FSA			\$	1,590.26
Bank Drafts	General			\$	11,271.84
Bank Drafts	AP			\$	171,226.56
Total Accounts Payable				\$	356,423.22

Payroll:

Numbers:

	0	through	0	\$	-
Direct Deposit		5/5/2023		\$	155,470.55
Total Payroll				\$	155,470.55

Voided Checks:

Number	85426	VOID and Relssue	\$	(50.86)
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Total Disbursements

\$ 511,842.91

PUBLIC COMMENTS:

Paul Reiland: Mr. Reiland spoke as a representative of his HOA regarding the Lincoln Meadows irrigation pond, stating that it needs work and has flooded at startup for the past several years. Mr. Woodard responded that Kennewick Irrigation District recently took over this system and the long-term plan includes elimination and consolidation. Mr. McShane added that a draft engineering report (subject to review) plans for the project to be complete in the next off-season. Mr. Reiland requested that he be kept informed of the status.

Patrick McGuire: Mr. McGuire spoke regarding the canal project near his property, and his dispute with the District regarding the interpretation of Resolution 2022-11. He stated he was not made aware of the District's policy regarding a discount for advance payment. He added that after completing his short plat in 2021, he was not adequately refunded by the District for the assessments paid in advance. Mr. McShane stated that Mr. McGuire did pay for the allotment as per District policy for short plat. He added that he previously met with Mr. McGuire and explained the short plat requirements, which include pre-payment of estimated assessments. Mr. McShane also stated that Mr. McGuire voluntarily connected to the on-demand system. Mr. Freeman recommended that KID respond to Mr. McGuire's concerns. Mr. McShane recommended that KID extend the deadline for the deferment and capital recovery payment options for the on-demand service, giving Mr. McGuire the opportunity to take advantage of either of those options, should he choose to do so.

PRESENTATIONS: None

PUBLIC HEARING: None

BOARD REPORTS: None

ACTION ITEMS:

Water Strategies Contract: Mr. Freeman presented this item. He explained that since he is planning to retire next summer, he is recommending a recruitment firm to assist in finding his replacement. Water Strategies has been working with KID since 2015 and they have the ability to use their expertise and resources to be an effective recruiter for KID for this position. He explained that Water Strategies would find qualified candidates and would conduct the first round of interviews, then the best candidates would be presented to the KID Board for the second round of interviews. He also added that internal candidates would go through the same process for interview selection. The goal would be to have his replacement at KID in early 2024. Vice President McKenzie commented about the success of three separate panels that advised the Board during the last interview process when hiring for the District Manager position. These three panels consisted of KID hourly employees, KID exempt employees and the Board of Directors. Kris Polly of Water Strategies spoke of their success in placing irrigation executives and reiterated their one-year guarantee for the selected candidate, clarifying that if the hired candidate did not work out, Water Strategies would provide the service again at no additional charge.

Director Rathbun moved to approve the Search, Recruitment, and Placement Service Agreement with Water Strategies. Director MacKenzie seconded. The motion carried.

Letter of Support; Prosser Diversion: Improvements for Anadromous Fish Passage:

Mr. McShane discussed the Yakama Nation's request for a letter of support for a grant proposal under the US Bureau of Reclamation (Reclamation) Aquatic Ecosystem Restoration Program (AERP). He explained that the grant proposal is part of the efforts to improve smolt mortality at the Prosser Dam/Chandler Diversion. KID staff recommend providing a letter of support for the project.

Director Hanberg moved to approve the letter of support for the “Prosser Diversion: Improvements for Anadromous Fish Passage” project proposal, contingent upon KID’s continued involvement in all aspects of the project proposal as one of the cooperators. Director Rathburn seconded. The motion carried.

Policy 9.6, Leasing Commercial Real Property, Revision 1: Mr. Freeman presented this item to the Board, explaining the revisions to the Policy. He reviewed the changes, including the rate of return between 5% and 8%. Mr. Crotty suggested that ambiguous language be clarified before the revised policy is approved by the Board. The Board decided to table this matter until the next Board meeting.

RESOLUTIONS:

Resolution 2023-21 2023 Authorized Positions and Salary Ranges, Revision 4: Mr. Dezember presented the Resolution. He explained that this revision to the Authorized Positions and Salary Ranges for 2023 was to authorize the Operations Intern position, a temporary position not to exceed five months, with a salary range of \$15.74 to \$17.96 per hour. The cost of this position would be covered by currently unfilled Operations positions, so there would be no anticipated net budget impact. This position would be used to fill the need for data entry for the new Assura program in Operations, in addition to other needed Operations tasks. Ben Woodard stated that with approval of the Resolution, they would begin recruitment for candidates with a Civil Engineering, Business Administration and/or Construction background. He added that the first meeting with Assura is scheduled in early June. Director Rathbun stated that he supports the use of the Assura software. Mr. Woodard added that other irrigation districts in our region are having positive results with the software.

Director Rathbun moved to approve Resolution 2023-21 2023 Authorized Positions and Salary Ranges, Revision 4. Director Ward seconded. The motion carried.

Resolution 2023-22 Authorized Signers for KID Banking and Investment Services:

Mr. Dezember presented the Resolution, explaining that the purpose is to update the signers for KID banking due to staffing changes and additional staff being added as authorized signers. He added that this resolution supersedes all previous resolutions delegating banking and investment authority.

Director Rathbun moved to approve Resolution 2023-22 Authorized Signers for KID Banking and Investment Services. Director Ward seconded. The motion carried.

STAFF REPORTS:

Finance Manager: Mr. Dezember reported regarding:

- Foreclosures – currently 8

Mr. Dezember also expressed his appreciation for the extra work by the Customer Service department over the weekends.

Engineering/Operations Manager: Mr. Woodard reported regarding:

- O & E Committee Meeting is scheduled for May 18 at 9:00 a.m.
- Rubicon gates troubleshooting

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

- 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 (currently a greater than 90% chance of El Nino extending into the winter)
- River Operations meeting is in July
- Real Property update

Director Hanberg inquired about the status of the Cle Elum reservoir helix and abutment of the pool to prevent erosion. Mr. McShane reported that it will take two more years to stabilize the shoreline.

Assistant District Manager: Mr. McShane reported regarding:

- Commissioner Touton of the Bureau of Reclamation will be touring the Yakima Basin and will hopefully be able to visit KID
- Upcoming Private bridge meetings
- Batemen Island Causeway Breach project update

District Manager: Mr. Freeman reported regarding:

- City View Letter of Interest update
- Water Strategies meetings
- Food Security Taskforce
- WSWRA meeting is May 17
- Union update for the Maintenance IV position
- Village at Canyon Lakes is interest in a PLA Conversion
- No Trespassing signs will be updated to include chemical warning

WORKSHOP: None

President Huffman called for a motion to adjourn.

Director Rathbun moved to adjourn at 10:37 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