



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

Other Persons Present:

John Crotty, Western Legal

Director Rathbun moved to excuse Director Ward for his absence from the meeting. Director Huffman seconded. The motion carried.

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

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

Items on the consent agenda were:

1. SUB-2022-0018 – Preliminary Plat of Clearwater North
2. Easement Vacation – Plymouth Drain
3. SHP 2023-008 – 110107 E 196 PR SE – Sally Haffner
4. Easement Vacation – 5205 W Okanogan PI (Quality Window Tint)
5. Benton County Franchise Agreement
6. Vouchers/Warrant Approval

Accounts Payable:

Numbers:

	85800	through	85849	\$	242,167.02
	85850	through	85852	\$	2,349.91
	85853	through	85853	\$	50.00
	85854	through	85855	\$	2,828.92
	85856	through	85924	\$	89,083.81
	85925	through	85931	\$	101,886.09
	85932	through	85956	\$	89,743.49
Bank Drafts	FSA			\$	-
Bank Drafts	General			\$	-
Bank Drafts	AP			\$	208,623.02
Total Accounts Payable				\$	736,732.26

Payroll:

Numbers:	-	through	-	\$	-
Direct Deposit		7/20/2023		\$	148,673.75
Direct Deposit		8/4/2023		\$	152,482.11
Total Payroll					\$ 301,155.86

Voided Checks:

None				\$	-
Total Disbursements					\$ 1,037,888.12

PUBLIC COMMENTS: None

PRESENTATIONS:

Chris Duke, USBR Columbia-Cascades Area Manager:

Mr. Duke introduced himself as the new Area Manager for the Columbia-Cascades Area. His goal is to tour all the irrigation districts and meet everyone personally. He shared that he feels it is important to know what everyone's viewpoints. He believes preparing and responding to risks is important.

Chad Stuart, USBR Yakima Field Office Manager:

Mr. Stuart presented regarding:

- Staffing changes and staffing shortage in the Yakima Field Office; Chris Lynch will be filling in for Chuck Garner who has retired
- Mid-Month proratable rationing is at 72%
- O&M bill for power subrogation
- Replacement runner at the Chandler Pumping Plant is still on schedule for this year.
- Automation for the system; would like to meet with KID staff to review the automation
- New data base management system that tracks work orders for preventative maintenance

NOTE: Director Ward joined the meeting at 9:10 am

Financial Statements, June 2023:

Ms. Olheiser presented regarding the following:

- Balance Sheet – Comparative – As of June 30, 2023 and 2022
- Revenues & Expenditures – Budget to Actual – For the period ending June 30, 2023
- Revenues & Expenditures – Comparative – Period Ending June 20, 2023 and 2022
- Statement of Grant Revenues for Current Awards – Period Ending June 30, 2023
- Fund Balance Change – As of June 30, 2023

Mr. Freeman inquired regarding the Lorayne J fund balance. Mr. Woodard explained that the fund balance will be expended for the system improvements that are still in process.

Ms. Olheiser continued regarding the following:

- Cash Investment Report – As of June 30, 2023
- Loans Payable – As of June 30, 2023

Director Rathbun moved to accept the Financial Statements for June, 2023. Director Ward seconded. The motion carried.

PUBLIC HEARING: None

BOARD REPORTS:

Directors Rathbun and President Huffman reported on the NWRA (North Dakota). They stated that good information was shared between the irrigation districts in attendance.

ACTION ITEMS:

Authorization for Repair of CAT 657E Scraper:

Mr. McShane presented this item. This is a request for approval to repair the CAT 657E, in an amount not to exceed \$150,000. During the process of repairing a hydraulic hose that ruptured, it was discovered that a pin was backing out and caused damage.

Director Rathbun inquired if this was something that should have been discovered upon routine inspection. Mr. McShane explained that this type of damage would have been very difficult to detect, but that it will be inspected periodically going forward.

Director Rathbun moved to approve the repair of the CAT 657E Scraper by Western States Equipment in an amount not to exceed \$150,000, with funds for this repair to come from the Capital Upgrade and Improvement Fund. Director Ward seconded. The motion carried.

Call for Special Board Meeting – District Manager Interviews:

Mr. Freeman presented this action item. He explained that this Special Board Meeting is for interviewing the candidates for District Manager selected as a result of recruitment by Water Strategies.

Director Ward moved to schedule a Special Board meeting to start at 9:00 a.m. on September 12, 2023. Director Rathbun seconded. The motion carried.

Approval of Policy & Procedure 3.4-1 Paid Time Off:

Mr. Freeman presented a review of the new PTO program. He explained that accrued vacation will be transferred over on a 1:1 basis. If the employee has under 200 hours of sick time it will automatically become PTO, and if the employee has over 200 hours, they will be given the option of transferring up to 200 hours into PTO. He further explained that there will be a cap of 800 hours in individual PTO. He added that the current cash-out programs will be retained. He also explained the difference between scheduled and unscheduled absences. He shared that the Union voted and the new policy passed overwhelmingly. The effective date is October 1, 2023.

President Huffman added that most employees were positive toward the program when presented it during staff meetings.

Director Rathbun moved to approve Policy and Procedure 3.4-1, Paid Time Off (PTO Program). Director Ward seconded. The motion carried.

Farm Lease No. 21-001:

Ms. Olheiser presented the item. She explained that the leasee left the property and this amount will be removed from our receivables. She shared that it was determined that the cost of pursuing the leasee for amounts due would most likely surpass the amount owed.

Director Rathbun requested confirmation that KID expended all reasonable efforts to pursue payment of the funds short of a lawsuit. Mr. Crotty confirmed this information.

Director Ward moved to approve removing the past due amounts totaling \$140,701.03 for Lease No. 21-001. Director Rathbun seconded. The motion carried.

Performance Pay Enhancement Program:

Mr. McShane presented this item, explaining that it is unique in that we are not familiar with other government entities or shops doing this. The highest position employees can now prove advanced efficiency in certain areas so they can get paid at a higher rate. He presented an overview of the Maintenance IV position and the testing program.

President Huffman inquired if testing would include observation while physically working on the machines. Mr. Mcshane explained that the tests are a combination of a written exam and practical exam.

In his presentation, Mr. McShane reviewed:

- Maintenance IV Job Description
- Construction Principle Knowledge Test
- Practical Examinations

Mr. McShane also expressed appreciation to Jeff Green and Donnie Wood for their time and effort on this project.

President Huffman asked how safety violations would be handled after an employee is already at the Maintenance IV level. Mr. Freeman explained that safety requirements and discipline are already covered in our existing safety program.

Vice President McKenzie asked about the possibility of adding recertification as part of the program. Mr. McShane explained that due to the time involved, recertification has not been included, but could be revisited if needed.

Director Rathbun inquired if testing on technology is part of the requirements. Mr. McShane explained that testing will include both GPS and non-GPS skills.

Director Ward moved to approve the Performance Pay Enhancement Program as presented and the Maintenance IV Position within the Maintenance Classification, with accompanying practical examinations in the nine certification areas and Construction Principle Knowledge Test. Director Rathbun seconded. The motion carried.

RESOLUTIONS:

Resolution 2023-31 Project Acceptance and Release of Retainage for Public Works Contract PW2023-01 KID Parking Lot Seal Coating:

Mr. Woodard presented this resolution. This is the acceptance and release of the retainage for this project.

Director Ward moved to approve Resolution 2023-31 Project Acceptance and Release of Retainage for Public Works Contract PW2023-01 KID Parking Lot Seal Coating. Director Rathbun seconded. The motion carried.

Resolution 2023-32 Authorization for Collection of Surcharges for PLA Properties in the Division IV 31.8-8 Benefit Area:

Mr. Woodard presented this resolution. He explained that this is for collection of surcharges for the D4 31.8-8 benefit area, which includes 10 properties. He stated that with the expansion of the Cherry Creek facility, this lateral has been abandoned.

President Huffman inquired how many have expressed interest. Mr. McShane explained that the two interested properties will be connected temporarily pending construction of the project, and that other property owners in the service area will have the opportunity to sign a service agreement and be included.

Director Rathbun moved to approve Resolution 2023-32 Authorization for Colleciton of Surcharges for PLA Properties in the Division IV 31.8-8 Benefit Area. Director Ward seconded. The motion carried.

Resolution 2023-33 Authorization to Declare Surplus Personal Property:

Mr. Woodard presented this resolution. He described the water truck as essentially scrap as it is unusable and has been stripped of usable parts. He added that we have received a valuation of \$750.

Director Ward moved to approve Resolution 2023-33 Authorization to Declare Surplus Personal Property. Director Rathbun seconded. The motion carried.

Resolution 2023-34 Sole Source Purchase of Kenworth Mechanics Truck from Apollo Construction:

Mr. Woodard presented this resolution and presented the proposed purchase. The purchase of this piece of used equipment by direct negotiation is a special market condition for a sole source purchase. The recommended purchase is a 2007 Kenworth T300 Mechanics Truck that is available and would represent a significant cost savings over the anticipated costs of comparable trucks.

Director Ward moved to approve Resolution 2023-34 Authorization to Waive Competitive Bidding and Award a Sole Source Contract to Purchase a Used 2007 Kenworth T300 Mechanics Truck from Apollo Construction; Pursuant to 87.03.435(3)(c), with funds for this purchase to come from the Capital Upgrade and Improvement Fund. Director Rathbun seconded. The motion carried.

Mr. Freeman suggested that staff reports be cancelled to save time for the tour with Chris Duke and Chad Stuart. President Huffman concurred and cancelled staff reports.

STAFF REPORTS: None

WORKSHOP: None

Executive Session: At 10:33 a.m., Mr. Freeman announced on behalf of the presiding officer that the Board would go into executive session at 10:33 a.m. 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 10 minutes unless extended.

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

Open Session: At 10:43 a.m., the meeting resumed in open session and members of the public were readmitted on Zoom.

President Huffman called for a motion to adjourn.

Director Rathbun moved to adjourn at 10:43 a.m. Director Ward seconded. The motion carried.

Attest:

Witness:


Gene Huffman, Board President
Minutes Approved October 3, 2023


Charles Freeman, Board Secretary

Prepared by Lori Gibson