



**Minutes**

Vice President McKenzie called the meeting to order at 9:15 a.m. and Mr. Defoe called roll.

**Directors:**

David McKenzie, Vice President  
Arland Ward  
Griffin Hanberg

**Staff Present:**

Stuart Dezember, Comptroller/Treasurer  
Seth Defoe, Land and Water Resources Manager  
Ben Woodard, Engineering and Operations Manager  
Lori Gibson, Executive Assistant  
Melissa Olheiser, Accounting Supervisor  
Matt Berglund, Public Relations Coordinator  
Perla Gleed, Accounting Technician

**Other Persons Present:**

John Crotty, Western Legal

**Director Hanberg moved to excuse President Huffman and Director Rathbun for their absence from the meeting. Director Ward seconded. The motion carried.**

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

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

The consent agenda items were:

1. BSP-2023-0009 – 539 N Edison St
2. SHP 2023-012 – 4870 Kennedy Rd
3. Easement Vacation – 3730 S Zintel Way
4. Preliminary Plat of Urban Trails
5. Confirm Job Description – Land & Water Resources Manager
6. Minutes, KID Board Meeting, September 19, 2023
7. Minutes, KID Board Meeting, October 3, 2023
8. Minutes, KID Board Meeting, October 17, 2023
9. Vouchers/Warrant Approval

**Accounts Payable:**

Check Numbers:

86254	through	86255	\$	1,763.19
86256	through	86329	\$	241,124.88
86330	through	86333	\$	822.00
86334	through	86334	\$	21,202.91
86335	through	86339	\$	99,433.73
86340	through	86384	\$	97,327.90
86385	through	86385	\$	334.58
Bank Drafts	FSA		\$	-
Bank Drafts	General		\$	-
Bank Drafts	AP		\$	95,464.03
<b>Total Accounts Payable</b>			<b>\$</b>	<b>557,473.22</b>

**Payroll:**

Check Numbers:	34419	through	34419	\$	250.00
Direct Deposit			10/5/2023	\$	<u>150,661.15</u>
<b>Total Payroll</b>				\$	<b>150,911.15</b>

**Voided Checks:**

Check Number: None

**Total Disbursements** \$ 708,384.37

**PUBLIC COMMENTS:** None

**PRESENTATIONS:**

**Financial Statements, September 2023:** Mr. Dezimmer presented the financial statements for September 2023, and reviewed the following pages:

Mr. Dezimmer presented regarding the following:

- Balance Sheet – Comparative – As of September 30, 2023 and 2022
- Revenues & Expenditures – Budget to Actual – For the period ending September 30, 2023
- Revenues & Expenditures – Comparative – Period Ending September 30, 2023 and 2022
- Statement of Grant Revenues for Current Awards – Period Ending September 30, 2023
- Fund Balance Change – As of September 30, 2023
- Cash Investment Report – As of September 30, 2023
- Loans Payable – As of September 30, 2023

**Director Griffin moved to approve the financial statements for the period ending September 30, 2023. Director Ward seconded. The motion carried.**

**PUBLIC HEARING:** None

**BOARD REPORTS:** None

**ACTION ITEMS:**

**Approval of PC2023-42 Purchase of Concrete for 2023-2024 Off Season:** Mr. Woodard presented this item. He explained that the Engineering Department received no bids on this contract, so we will move forward with negotiations and return to the Board at a later date to request approval when appropriate. No action was taken.

**Approving Extension of Installation Agreement with Leslie Road Development, LLC:** Mr. Woodard presented this item, explaining that in 2018, KID entered into an Installation Agreement with this developer, Leslie Road Development, LLC, who posted a bond for completion of the irrigation infrastructure. The developer is now requesting an extension of time to install this irrigation infrastructure. The costs have been updated and staff recommends approval of the requested extension.

**Director Hanberg moved to approve Irrigation Facility Installation Agreement 2023-04, replacing Agreement 2018-05. Director Ward seconded. The motion carried.**

**2024 Roll of Rate, Charges and Assessments, and Notice of Equalization:** Mr. Defoe presented this item. The Roll of Rates and Charges and Assessments for 2024 has been presented to the Board.

**Director Hanberg moved to give notice by publication of legal notices in the Prosser Bulletin on November 15, 2023, and in the Tri-City Herald on November 12 and 19, 2023, that the 2024 Roll of Rates, Charges and Assessments has been filed with the KID Board of Directors, and that the Board of Directors, acting as a board of equalization, will meet at 9:00 a.m. on December 5, 2023, to equalize rates and charges and assessments. Director Ward seconded. The motion carried.**

**Election 2023: Candidates:** Mr. Defoe presented this item. He explained that as of 5:00 p.m. on November 6, 2023, only one candidate, David McKenzie, had submitted a nominating petition. This petition met all requirements and is thus unopposed. Mr. Defoe recommended that David McKenzie be declared as elected as director, pursuant to RCW 87.03.075.

**Director Hanberg moved to declare David McKenzie elected to Director Position 3. Director Ward seconded. The motion carried. Director McKenzie was presented with the Certificate of Election.**

#### **RESOLUTIONS:**

**Resolution 2023-47 Authorization of Collection of Surcharges for PLA Properties in the Edison-Hood Service Area, Amending resolution 2020-14:** Mr. Woodard presented this resolution. This will give the residents an option to connect to KID services. The surcharge amount is still estimated.

**Director Hanberg moved to approve Resolution 2023-47 Authorization of Collection of Surcharges for PLA Properties in the Edison-Hood Service Area, Amending Resolution 2020-14. Director Ward seconded. The motion carried.**

#### **STAFF REPORTS:**

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

- Foreclosures – currently 16
- Finance Committee meeting November 14
- Office hours will change to the Water Off hours November 13

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

- Water Off staff meeting review
- Currently in the interview/hiring process for several temporary and permanent staff members
- Chandler Fish Passage value planning meetings
- Concrete canvas demo project has been completed
- Temporary dam structure has been installed on the Main Canal
- Capital water off work has begun on the Main Canal

**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
- SNOTEL Current Snow Water Equivalent (SWE) % of Normal Report
- [cpc.ncep.noaa.gov](http://cpc.ncep.noaa.gov) - Monthly and Seasonal Temperature and Precipitation Outlook
- El Niño/Southern Oscillation (ENSO) Diagnostic Discussion (currently El Nino Advisory)

Mr. Defoe also reported regarding:

- Chandler Fish Passage value planning meetings
- River Operations meeting November 9

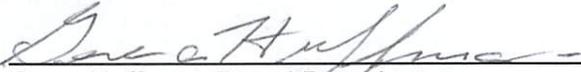
**WORKSHOP:** None

Vice President McKenzie called for a motion to adjourn.

**Director Hanberg moved to adjourn at 9:50 a.m. Director Ward seconded. The motion carried.**

Attest:

Witness:



Gene Huffman, Board President  
Minutes Approved December 5, 2023



Charles Freeman, Board Secretary

Prepared by Lori Gibson