



**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/Treasurer  
Ben Woodard, Engineering and Operations Manager  
Lori Gibson, Executive Assistant  
Melissa Olheiser, Accounting Supervisor  
Perla Gleed, Accounting Technician

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

The consent agenda items were:

1. Approval of Employment Contract for Shane Leonard
2. Travel Authorization – Irrigation Leaders Workshop
3. Travel Authorization – WSWRA Annual Conference (Revised)
4. Vouchers/Warrant Approval

**Accounts Payable:**

Check Numbers:

	86386	through	86425	\$	121,120.85
Bank Drafts	FSA			\$	-
Bank Drafts	General			\$	-
Bank Drafts	AP			\$	128,465.81
<b>Total Accounts Payable</b>				\$	<b>249,586.66</b>

**Payroll:**

Check Numbers:	0	through	0	\$	-
Direct Deposit			11/6/2023	\$	173,973.96
<b>Total Payroll</b>				\$	<b>173,973.96</b>

**Voided Checks:**

Check Number: None

**Total Disbursements**

**\$ 423,560.62**

**PUBLIC COMMENTS:** None

**PRESENTATIONS:** None

**PUBLIC HEARING:** None

**BOARD REPORTS:** None

**ACTION ITEMS:**

**Request for Qualifications – Salary Survey:** Mr. Freeman presented this item. He explained that the last salary survey done at KID was in 2010, and that we need an updated evaluation to determine if wages are accurate to job duties. He said the Finance Committee will be responsible for this, and any resulting wage adjustments will be brought to the Board for review or approval.

**Director Rathbun moved to authorize publishing the Request for Qualifications for a Salary Survey. Director Hanberg seconded. The motion carried.**

**RESOLUTIONS:**

**Resolution 2023-49 Authorizing Actions related to Kennewick Irrigation District’s Borrowing from Washington Trust Bank of Spokane, Washington, through a Business VISA System:**

Mr. Dezember presented this resolution. He explained that this resolution establishes the individuals that can make changes to the VISA agreement, and is being updated to add Stuart Dezember. Director Rathbun inquired if changes in the agreement would automatically follow any changes on the Board president. Mr. Dezember responded that a change in the Board president would necessitate a change in the names on the agreement, and this would need to be updated at that time. Mr. Dezember continued and said he would track this for any future changes.

**Director Rathbun moved to approve Resolution 2023-49 Authorizing Actions related to Kennewick Irrigation District’s Borrowing from Washington Trust Bank through a Business VISA System. Director Ward seconded. The motion carried.**

**Resolution 2023-50 Amendment to Resolution 2017-13 Authorization of Collection of Surcharges for PLA Properties in the W 21<sup>st</sup> PI and S Rainier St Service Area:**

Mr. Freeman presented this resolution. He explained that the original resolution would be amended to allow for Mr. Miramontes to pay the surcharge at a later date. Mr. McShane explained that this was a unique situation, with two detached single family dwellings on a single tax lot, and this amendment would allow the surcharge to be paid when service is extended to the property.

**Director Hanberg moved to approve Resolution 2023-50 Amendment to Resolution 2017-13 Authorization of Collection of Surcharges for PLA Properties in the W 21<sup>st</sup> PI and S Rainier St Service Area. Director Ward seconded. The motion carried.**

**STAFF REPORTS:**

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

- Foreclosures – currently 14
- State audit is complete, with no recommendations or findings
- Proposed budget will be brought to the Board in December
- PTO Cash Out policy is being revised

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

- Prosser/Chandler Value Planning meetings
- Completed several interviews for Instrumentation Technician
- Annual performance evaluations for the Operations Department
- Status of filling temporary positions

- Concrete purchase for water off season projects
- WSWRA Conference next week

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

- Prosser/Chandler Value Planning meetings
- Main Canal lining

He displayed and discussed webpages including:

- usbr.gov - Hydromet - Major Storage Reservoirs in the Yakima River Basin ("Teacup") diagram, and Water Year Graph
- nracs.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 Nino Watch (currently in ENSO-neutral conditions)

President Huffman recognized Charles Freeman for receiving a Lifetime Achievement Award at the NWRA Conference.

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

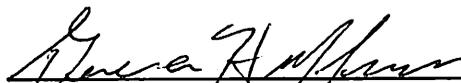
- NWRA leadership contract with Water Strategies
- Meeting with Commissioner Carrington was positive
- Reservoir modeling outside contract
- Award Banquet on December 8
- Expressed appreciation for the clean audit
- Annual training in January
- Shane Leonard scheduled to start January 29
- Drought Agreements with CID and BMID

**WORKSHOP:** None

President Huffman called for a motion to adjourn.

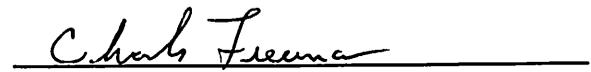
**Director Rathbun moved to adjourn at 9:40 a.m. Director Ward seconded. The motion carried.**

Attest:



Gene Huffman, Board President  
Minutes Approved December 5, 2023

Witness:



Charles Freeman, Board Secretary

Prepared by Lori Gibson