



**Minutes**

Vice President McKenzie called the meeting to order at 9:05 a.m. and Mr. Freeman called roll.

**Directors:**

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  
Matthew Berglund, Public Relations Coordinator

**Other Persons Present:**

John Crotty, Western Legal

**Director Rathbun moved to excuse President Huffman. Director Ward seconded. The motion carried.**

**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. Minutes, KID Board Meeting, November 7, 2023
2. CIAW Notice of Possible Withdrawal
3. Vouchers/Warrant Approval

**Accounts Payable:**

Check Numbers:

	86426	through	86426	\$	1,506.35
	86427	through	86498	\$	755,178.06
	86499	through	86506	\$	2,212.00
	86507	through	86512	\$	86,464.65
Bank Drafts	FSA			\$	299.10
Bank Drafts	General			\$	1,774.90
Bank Drafts	AP			\$	169,237.46
<b>Total Accounts Payable</b>				<b>\$</b>	<b>1,016,672.52</b>

**Payroll:**

Check Numbers:	0	through	0	\$	-
Direct Deposit			11/20/2023	\$	163,763.86
<b>Total Payroll</b>				<b>\$</b>	<b>163,763.86</b>

**Voided Checks:**

Check Number:	86278	VOID and Reissue	\$	(4,454.77)
	86499	VOID and Cancel	\$	(170.00)

**Total Disbursements** **\$ 1,175,811.61**

**PUBLIC COMMENTS:** None

**Note:** *President Huffman joined the meeting at 9:10 a.m. via Zoom*

**PRESENTATIONS:**

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

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

**Director Ward moved to accept the financial statements for the period ended October 31, 2023. Director Rathbun seconded. The motion carried.**

**PUBLIC HEARING:**

**Board of Equalization:** Mr. Freeman reported that the 2024 Roll of Rates and Charges and Assessments was presented to the Board on November 7, 2023, and since that date had been available for inspection, pursuant to RCW 87.03.250. He said legal notice was published in the Tri-City Herald on November 12, 2023, and November 19, 2023, and in the Prosser Record-Bulletin on November 15, 2023, pursuant to RCW 87.03.255.

**Director Rathbun moved to open the Board of Equalization. Director Ward seconded. The motion carried.**

The Board opened the hearing at 9:20 a.m. for comments from the public to hear any objections to the 2024 Roll of Rates and Charges and Assessments. There is no member of the public in attendance in the Boardroom or on Zoom. Vice President McKenzie said the Board of Equalization would remain open during the business of the District.

**BOARD REPORTS:**

Director Rathbun reported briefly on the WSWRA Annual Conference.

**ACTION ITEMS:**

**Approval of PC2023-42 Purchase of Concrete for 2023-2024 Off Season:** Mr. Woodard presented this item, and explained that since we received no responses to our published bid request, we reached out to vendors and received two bids, with the lowest bid being received from AAA Concrete. Mr. Woodard stated that staff is requesting approval from the Board to accept this bid, which is favorable to the District.

**Director Rathbun moved to authorize District Manager, Charles Freeman, to execute Contract PC2023-42 Purchase of Concrete for Main Canal 2023-2024 Off Season to the lowest responsible bidder, up to an amount not to exceed \$100,000. Director Ward seconded. The motion carried.**

## **RESOLUTIONS:**

**Resolution 2023-51 Project Acceptance and Release of Retainage for Public Works Contract PW2023-03 Irrigation Startup Maintenance Support:** Mr. Woodard presented this resolution, explaining that the public works contract has been completed and the retainage should be released.

**Director Hanberg moved to approve Resolution 2023-51 Project Acceptance and Release of Retainage for Public Works Contract PW2023-03 KID Irrigation Startup Maintenance Support. Director Ward seconded. The motion carried.**

**Resolution 2023-52 Project Acceptance and Release of Retainage for Public Works Contract PW2023-04 Irrigation Startup Trenchless Excavation:** Mr. Woodard presented this resolution. He explained that this contract was for digging trenches during startup without the need to have an excavator present. He stated that the public works contract has been completed and the retainage should be released.

**Director Hanberg moved to approve Resolution 2023-52 Project Acceptance and Release of Retainage for Public Works Contract PW2023-04 Irrigation Startup Trenchless Excavation. Director Ward seconded. The motion carried.**

**Resolution 2023-53 Adopting 2024 Budget:** Mr. Dezember presented this resolution. He spoke about the process that was followed to establish this proposed budget, which included Finance Committee meetings. Mr. Freeman then presented a review of his annual letter, including Revenue Assumptions, Expenditure Assumptions, Staffing, and Major Initiatives. Mr. Hanberg inquired as to the breakdown of the rate tiers. Mr. McShane displayed the tier chart and it was briefly discussed.

**Director Rathbun moved to approve Resolution 2023-53 Adopting the 2024 Budget. Director Ward seconded. The motion carried.**

**Resolution 2023-54 2024 Authorized Positions and Salary Ranges:** Mr. Dezember presented this resolution. He reviewed the changes from 2023 to 2024 in the Positions and Salary Ranges.

**Director Hanberg moved to approve Resolution 2023-54 2024 Authorized Positions and Salary Ranges. Director Rathbun seconded. The motion carried.**

## **STAFF REPORTS:**

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

- Foreclosures – currently 10
- Employee Handbook is being updated

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

- WSWRA Conference was successful
- Lining on Main Canal
- Current maintenance and engineering activities

**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
- nrcs.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 Diagnostic Discussion (ENSO) (currently El Nino Advisory)

Mr. Defoe also reported regarding:

- SEPA preparation for reservoir project
- Prosser/Chandler Value Planning meetings

**Assistant District Manager:** Mr. McShane reserved his items for executive session.

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

- Reservoir discussion with Bureau
- Shane Leonard introduced to principals in the Yakima Basin at WSWRA
- Legislation Update
- Chandler pump runner
- KID Award Banquet Friday

**WORKSHOP:** None

**Board of Equalization continued:** Mr. Freeman and Mr. McShane confirmed that there were no requests for comment, as no member of the public attended personally or virtually.

President Huffman called for a motion to close the Board of Equalization.

**Director Rathbun moved to close the Board of Equalization. Director Ward seconded. The motion carried.**

**EXECUTIVE SESSION:** At 10:00 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 approximately 55 minutes, beginning at 10:05 a.m., unless extended.

There were no members of the public in attendance on Zoom.

**OPEN SESSION:** At 11:03 a.m., open session resumed.

President Huffman called for a motion to adjourn.

**Director Rathbun moved to adjourn at 11:03 a.m. Director Ward seconded. The motion carried.**

Attest:

Witness:

  
Gene Huffman, Board President

  
Charles Freeman, Board Secretary

Minutes Approved December 18, 2023

Prepared by Lori Gibson