



**Minutes**

Outgoing Board President Presiding:

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  
(Outgoing)  
Kirk Rathbun, Vice President  
(Incoming)  
Arland Ward  
Griffin Hanberg

**Staff Present:**

Charles Freeman, District Manager  
Jason McShane, Assistant District Manager  
Seth Defoe, Land and Water Resources Manager  
Ben Woodard, Engineering and Operations Manager  
Lori Gibson, Executive Assistant  
Melissa Olheiser, Accounting Supervisor

**Other Persons Present:**

John Crotty, Western Legal

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

Board Secretary Presiding:

**Oath of Office:**

Mr. Freeman administered the Oath of Office to re-elected Director David McKenzie. The Oath of Office was then signed and notarized.

**Election of Board President and Vice President:** Mr. Freeman called for nominations for Board President. Director Rathbun nominated Gene Huffman for President and Director McKenzie seconded the nomination. Hearing no other nominations or discussion, Mr. Freeman called for a vote. Director Huffman was elected unanimously as Board President.

Mr. Freeman called for nominations for Board Vice President. President Huffman nominated Director Rathbun for Vice President and Director McKenzie seconded the nomination. Hearing no other nominations or discussion, Mr. Freeman called for a vote. Director Rathbun was elected unanimously as Board Vice President.

Mr. Freeman gave control of the meeting to President Huffman.

Board President Presiding:

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

The consent agenda items were:

1. Temporary Easement Agreement – 5105 N Canyon View PR NE
2. Travel Authorization – USBR 2024 Water Management Workshop
3. Vouchers/Warrant Approval

**Accounts Payable:**

Check Numbers:

	86563	through	86563	\$	394.90
	86564	through	86587	\$	5,979.60
	86588	through	86646	\$	148,090.20
	86647	through	86647	\$	17,765.50
Bank Drafts	FSA			\$	276.09
Bank Drafts	General			\$	5,278.03
Bank Drafts	AP			\$	94,064.08
<b>Total Accounts Payable</b>				<b>\$</b>	<b>271,848.40</b>

**Payroll:**

Check Numbers:	34422	through	34422	\$	1,404.39
Direct Deposit		12/20/2023		\$	160,956.44
<b>Total Payroll</b>				<b>\$</b>	<b>162,360.83</b>

**Voided Checks:**

Check Number: \$ -

**Total Disbursements** **\$ 434,209.23**

**PUBLIC COMMENTS:** None

**PRESENTATIONS:**

**Water Strategies Briefing – Kris Polly:** Mr. Polly briefly expressed his gratitude to the Board and to Charles Freeman for their continued work with Water Strategies and the accomplishments of 2023, as outlined in the 2023 Recap.

**PUBLIC HEARING:** None

**BOARD REPORTS:** None

**ACTION ITEMS:**

**Review of Policy 1.1 Conflict of Interest – Board Members/District Officers:** Mr. Freeman presented the item. He reviewed the policy and explained that the Board and District Officers were required to review the policy and procedure and complete their disclosure forms annually.

**Confirmation of Bylaws:** Mr. Freeman reviewed the changes made to the Bylaws.

**Vice President Rathbun moved to confirm the KID Bylaws. Director Ward seconded. The motion carried.**

**Confirmation and Appointment of District Officers and Board Secretary:** Mr. Freeman explained that appointments normally continue with officers being retained. He brought to the Board's attention that there will be an anticipated change in Board Secretary this year due to the new incoming District Manager.

**Director Hanberg moved to retain the Board Secretary, legal firms, and all District Officers previously appointed. Director Ward seconded. The motion carried.**

**Scope of Work Approval, Central Storage Reservoir Fill Modeling:** Mr. Defoe presented this item. He explained that Aspect Consulting was selected as the engineering firm to model fill scenarios and how the reservoir would fill under varying conditions. Mr. Defoe also reviewed the proposed scope of work and explained the tasks and the purpose of the analysis.

**Director Ward moved to approve the scope of work for the Central Storage Reservoir Fill Modeling. Vice President Rathbun seconded. The motion carried.**

#### **RESOLUTIONS:**

**Resolution 2024-01 Rates and Charges and Assessments for 2024:** Mr. Freeman presented this resolution. He explained that the Assessment Roll was made available to the public, but that no member of the public attended the Board of Equalization to express concerns. He briefly reviewed the Resolution, including PLA Conversions, On-Demand charges, the Capital Charge, and the New Water Infrastructure Fund charge.

**Vice President Rathbun moved to approve Resolution 2024-01 setting the Rates, Charges and Assessments Roll – Tiers and Tolls, Surcharges applicable to certain locations or services, USBR debt payments, and excess water rates for 2024. Director Ward seconded. The motion carried.**

**Resolution 2024-02 Source Purchase of CAT D6 Part:** Mr. Woodard presented this resolution. He explained that the radiator is necessary and is only available through the distributor. President Huffman inquired if we tried to repair the radiator, and Mr. Mcshane responded that the radiator was repaired but the repair was not successful.

**Director Ward moved to approve Resolution 2024-02 Authorization to Waive competitive Bidding Award and award Sole Source Contract to Purchase CAT D6 Dozer Part from Western States CAT; pursuant to RCW 87.03.535(3)(c), and authorize Charles Freeman, District manager, to execute said contract. Vice President Rathbun seconded. The motion carried.**

#### **STAFF REPORTS:**

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

- Foreclosures – currently 10
- Helping Hands
- Year-end payroll procedures

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

- Pump Shop HVAC repair
- Stump removal at Canyon Lakes
- Mowing at Badger East
- Canal Lining
- Engineering Technician position

Vice President Rathbun asked if the pin repair on the scraper was successful. Mr. McShane reported that it was. President Huffman inquired about filter problems at Red Mountain. Mr. Woodard explained that they have added an additional Amiad filter that has helped solve this problem.

**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

- 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)

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

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

- Phil Ball to perform a security assessment and provide active shooter training in March
- Cyber security assessment
- Drought planning – BMID meeting on January 16
- SMID Water Right
- NWRA on January 21
- WSWRA Legislative calls will begin on January 17
- Update on marijuana screening law

Director McKenzie inquired regarding what procedures were implemented in 2015 that we will be using again this year for the anticipated drought. Mr. Freeman responded that we plan to have a watering schedule with an enforcement officer. There was a discussion regarding the need for further automation (and/or more personnel) at Chandler pump station and possibly other points in the system.

Mr. Freeman also reported that we will have public messaging ready for radio and social media.

**WORKSHOP:** None

**EXECUTIVE SESSION:** At 10:19 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), and to consider the minimum price at which real estate will be offered for sale or lease, pursuant to RCW 42.30.110(1)(c), for approximately 45 minutes, beginning at 10:30 a.m. unless extended.

Members of the public were placed in the waiting room on Zoom.

**OPEN SESSION:** At 11:15 a.m., open session resumed and members of the public were readmitted on Zoom.

President Huffman called for a motion to adjourn.

**Director McKenzie moved to adjourn at 11:15 a.m. Director Ward seconded. The motion carried.**

Attest:

Witness:



Gene Huffman, Board President  
Minutes Approved February 20, 2024



Shane Leonard, Board Secretary

Prepared by Lori Gibson