



Minutes

President Huffman called the meeting to order at 9:00 a.m. and Mr. Freeman called roll.

Directors:

Gene Huffman, President
Kirk Rathbun, Vice President
David McKenzie
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
Matthew Berglund, Public Relations Coordinator
Perla Glead, Accounting Technician

Other Persons Present:

John Crotty, Western Legal

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

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

The consent agenda items were:

1. Easement Vacation – 3730 S Zintel Way
2. Travel Authorization – Family Farm Alliance Annual Conference
3. Vouchers/Warrant Approval

Accounts Payable:

Check Numbers:

86648	through	86652	\$	107,208.33
86653	through	86706	\$	114,536.48
86707	through	86710	\$	1,479,414.39
Bank Drafts	FSA		\$	192.16
Bank Drafts	General		\$	3,189.30
Bank Drafts	AP		\$	107,711.16
Total Accounts Payable			\$	1,812,251.82

Payroll:

Check Numbers:	through	\$	-
Direct Deposit	1/5/2024	\$	154,110.42
Total Payroll		\$	154,110.42

Voided Checks:

Check Number:	\$	-
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Total Disbursements **\$ 1,966,362.24**

PUBLIC COMMENTS:

Shane Leonard addressed the Board of Directors, introducing himself and voicing his excitement to come on as our new District Manager.

PRESENTATIONS:

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

Mr. Dezember presented regarding the following:

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

Director McKenzie moved to approve the purchase of three new Maintenance and Operations vehicles with funds for this purchase to come from the Equipment Replacement Reserve Fund. Director Rathbun seconded. The motion carried.

PUBLIC HEARING: None

BOARD REPORTS: None

ACTION ITEMS:

Appointment of Committee Members and Chairs: President Huffman made committee appointments as follows:

- Operations & Engineering Committee: David McKenzie, Chair, and Griffin Hanberg
- Finance Committee: Kirk Rathbun, Chair, and Arland Ward
- Realty Committee: David McKenzie, Chair, and Gene Huffman

Appointment of Board Representatives to Meetings of Other Agencies: President Huffman made board representative appointments as follows:

- WSWRA (WA State Water Resource Association): Gene Huffman and Kirk Rathbun
- NWRA (National Water Resource Association): Gene Huffman and Kirk Rathbun
- Tri-State meetings (WSWRA, OR Water Congress and ID Water Users Assn): David McKenzie and Arland Ward
- Yakima Basin Integrated Water Resource Management Plan and/or related subcommittees: David McKenzie and Griffin Hanberg
- Family Farm Alliance: Kirk Rathbun and Griffin Hanberg
- Water Strategies (Irrigation Leader): Gene Huffman and Kirk Rathbun
- TRIDEC: Gene Huffman and Kirk Rathbun

Authorization for Purchase of Maintenance and operations Vehicles: Mr. Woodard presented the item. He explained the need for the new vehicles and reviewed the quote that was received. Director Ward inquired what could be done to lower the cost, and there was a lengthy discussion about the procurement process and the options for moving forward. Mr. Crotty explained the purchasing options we have available to us as a government entity, and why the statutes do not always allow us to get the best price.

Director Rathbun moved to approve the purchase of three new Maintenance and Operations vehicles with funds for this purchase to come from the Equipment Replacement Reserve Fund. The Motion was not seconded.

Director Rathbun moved to reject all bids and direct staff to rebid the procurement in multiple markets. Director Ward seconded. The motion carried.

RESOLUTIONS:

Resolution 2024-04 Authorization for Collection of Surcharges for the S. AP 2.9-1 Benefit Area, Amending Resolutions 2023-08 and 2023-28: Mr. Woodard presented the resolution. He explained that this resolution finalized the construction costs for the PLA conversion in the AP 2.9-1 Benefit Area, and also revised the number of parcels involved in the conversion.

Director Rathbun moved to approve Resolution 2023-04 Authorization for Collection of Surcharges for the PLA properties in the S. AP 2.9-1 Benefit Area, Amending Resolutions 2023-08 and 2023-28. Director Ward seconded. The motion carried.

STAFF REPORTS:

Finance Manager: Mr. Dezember reported regarding:

- Foreclosures – Currently 9
- Finance Committee Update

Engineering/Operations Manager: Mr. Woodard reported regarding:

- Main Canal Lining
- O&E committee meeting February 1
- Engineering Technician II position has been filled
- Instrumentation Technician interviews in progress
- Five maintenance employees are working on their CDL
- Irrigation Leader Conference in Phoenix next week
- Engineering has completed plans for installation of piko meters

Vice President Rathbun inquired if we are losing any permanent people to other jurisdictions recently due to pay. Mr. Woodard replied that he was not aware of this being a problem recently.

Land & Water Resources Manager: Mr. Defoe displayed and discussed webpages including:

- 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)
- weather.gov/pdt/CliPlot (Climate Plot) (October 2023 Through Sep 2024) ("Water Year Chart")
- usbr.gov - Hydromet - Major Storage Reservoirs in the Yakima River Basin ("Teacup") diagram, and Water Year Graph

Mr. Defoe also reported regarding:

- Realty Meeting today

Assistant District Manager: Mr. McShane reported regarding:

- Retirement of Robert Wolf, USBR Director of Program and Budget
- Presentation to the Prosser/Chandler Value Planning group

District Manager: Mr. Freeman reported regarding:

- Salary Survey submittals are due January 19
- Family Farm Alliance conference in February
- Tri-State Meeting in Portland on February 2

- WSWRA meeting is virtual due to weather conditions
- All Staff Training on January 30
- BMID Drought Planning meeting today
- Cyber-Security RFP is being reviewed and updated
- Title transfer of Columbia Park to the City of Kennewick
- Chad Stuart will be addressing the Board on February 20
- Irrigation Leader conference next week
- Texas withdrawal from NWRA
- Water Strategies contract with NWRA extended 18 months
- March staff safety training

President Huffman inquired about the status of removal of the Bateman Island Causeway. Mr. McShane gave an update.

WORKSHOP: None

EXECUTIVE SESSION: At 10:26 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 45 minutes, beginning at 10:30 a.m. unless extended.

There were no members of the public on Zoom.

At 11:15 a.m., executive session was extended for 5 minutes. At 11:20 a.m., executive session was extended for 5 minutes. At 11:25 a.m., executive session was extended for 10 minutes.

OPEN SESSION: At 11:33 a.m., open session resumed.

President Huffman called for a motion to adjourn.

Director Hanberg moved to adjourn at 11:33 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