



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

Shane Leonard, District Manager
Charles Freeman, District Manager
Jason McShane, Assistant District Manager
Stuart Dezember, Comptroller/Treasurer
Seth Defoe, Land and Water Resources Manager
Ben Woodard, Engineering and Operations Manager
Lori Gibson, Executive Assistant

Other Persons Present:

John Crotty, Western Legal

Melissa Olheiser, Accounting Supervisor
Matthew Berglund, Public Relations Coordinator

Staff Present:

Vice President Rathbun moved to excuse Arland Ward. Director McKenzie seconded. the motion carried.

APPROVAL OF AGENDA: At the request of Mr. Freeman, a Travel Request was added to the agenda as an action item.

Director McKenzie moved to approve the amended agenda. Vice President Rathbun seconded. The motion carried.

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

The consent agenda items were:

1. PLAT 010-2023 Bush Short Plat – 3390 Kennedy Rd
2. SP 2023-0015 Reynolds – 1428 S Vancouver St
3. SP 2023-11 TBM Leslie – 4101 Leslie Rd
4. SP 2023-110 Ammann – 225 Jackrabbit Rd
5. SP 2023-0016 Wisemore – 2404 S Vancouver St
6. Access Easement Agreement – St. Hilaire
7. Vouchers/Warrant Approval

Accounts Payable:

Check Numbers:

86711	through	86711	\$	1,501.89
86712	through	86787	\$	206,192.54
86788	through	86788	\$	30,000.00
86789	through	86822	\$	51,466.46
86823	through	86827	\$	109,741.67
Bank Drafts	FSA		\$	-
Bank Drafts	General		\$	-
Bank Drafts	AP		\$	122,154.55
Total Accounts Payable			\$	521,057.11

Payroll:

Check Numbers:	through	\$	-	
Direct Deposit	1/19/2024	\$	190,164.69	
Total Payroll				\$ 190,164.69

Voided Checks:

Check Numbers:				
86119	Void and Reissue	\$	(305.00)	
86713	Void and Cancel	\$	(211.00)	
				\$ (516.00)

Total Disbursements				\$ 710,705.80
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Prior Period Checks Voided:

86498	Void and Cancel	\$	(170.00)	
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PUBLIC COMMENTS: None

PRESENTATIONS:

Richard Rom, HUB International – Public Official Liability

Mr. Rom presented this annual training regarding:

- Organizational and Board liability
- Minimizing risk
- Deliberating in many voices, but governing in one
- Roles of Board vs management
- Board and management expectations of each other
- Guidance for Board and management actions
- Open Public Meetings Act
- Executive Sessions
- Public Records Act
- Confidentiality
- Media
- Effective communication and building trust

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

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

Vice President Rathbun moved to accept the Draft Financial Statements for the period ending December 31, 2023. Director Hanberg seconded. The motion carried.

PUBLIC HEARING: None

BOARD REPORTS: None

ACTION ITEMS:

Travel to Washington DC: Mr. Leonard presented this item.

There was a discussion regarding what conferences and/or meetings would benefit KID for staff and Board director travel. upcoming opportunities for KID staff and/or Board directors to benefit KID by traveling for meetings and conferences. These include travel to Washington DC for irrigation policy meetings in March and the NWRA Policy Conference in April, and the Water Strategies Irrigation and Hydropower Tour. The Board was generally in favor of KID attendance at these events, and directed staff to proceed with travel requests.

Approval of PC 2023-11 Englewood Booster Pump Station Pumping System (Materials Only): Mr. Woodard presented this item. He explained the background regarding the Hills West service area and the need for the pump station in order to provide pressurized service to the areas located within the higher-pressure zones. He added that this is a self-contained pumping system.

Director Hanberg moved to approve the Englewood Booster Pump Station Project up to an amount not to exceed \$70,000, including tax, with funding from the Capital Upgrade and Improvement Fund and to authorize the District Manager to execute Contract PC2023-11 Englewood Booster Pump Station Pumping System (Materials Only) to the lowest responsible bidder. Vice President Rathbun seconded the motion. The motion carried.

Comment Letter Regarding Proposed Columbia Park Land Conveyance from USACE to City of Kennewick: Mr. Defoe presented this item. He explained the purpose of the proposed action being to provide the City with more flexibility in managing the 72 acres of Columbia Park. He further reviewed the history of the lease and why this action is necessary. He recommended that KID support the proposed action.

Vice President Rathbun moved to approve the comment letter supporting the proposed action alternative for the US Army Corps of Engineers to convey 72 acres of land in Columbia Park to the City of Kennewick, as described in the Columbia Park Land Conveyance Draft FONSI and Draft Environmental Assessment. Director Hanberg seconded. The motion carried.

Creation of ad Hoc Capital Improvement Plan (CIP) Committee: Mr. Leonard presented this item, explaining that with the growth of the Capital Improvement Program (CIP) at KID, creating a committee, wherein the committee members would provide additional oversight over the CIP, would benefit both KID as a whole and the CIP program. President Huffman made the following committee appointments:

- Capital Improvement Program Committee: David McKenzie, Chair, and Gene Huffman

Confirmation and Appointment of Board Secretary: Mr. Freeman recommended the retention of Charles Freeman and the appointment of Shane Leonard as Board Secretary.

Director McKenzie moved to retain Charles Freeman and appoint Shane Leonard as Board Secretary. Vice President Rathbun seconded. The motion carried.

RESOLUTIONS: None

STAFF REPORTS:

Finance Manager: Mr. Dezember reported regarding:

- Irrigation Leaders Conference
- Foreclosures – Currently 5
- 2024 Assessments
- Finance Committee on February 13

Engineering/Operations Manager: Mr. Woodard reported regarding:

- Canal lining
- Badger West clean up
- Lorayne J fence and landscaping
- Reconstruction of Amon screen
- O&E Committee meeting
- Maintenance II position
- Seasonal positions
- Campus and equipment security
- Additional Amiad filter on Southridge pump
- Main Canal 12.0 pipeline extension
- Designs for Rubicon Piko meters for Highlift Canal

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
- nrms.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 Niño Advisory)
- weather.gov/pdt/CliPlot (Climate Plot) (October 2023 Through Sep 2024) (“Water Year Chart”)

Mr. Defoe also reported regarding:

- Realty Committee meeting today

Assistant District Manager: Mr. McShane reported regarding:

- Expected drought this year
- Subordination modeling

District Manager: Mr. Leonard reported regarding:

- WSWRA meetings are ongoing weekly
- Tri-State meeting last week
- All Staff Training
- Drought preparation meeting
- O&E Committee meeting

Mr. Freeman reported regarding:

- WSWRA Legislative update
- Rubicon team visit to KID

- Active shooter training February 7 and 8
- Site security & cyber security

WORKSHOP: None

EXECUTIVE SESSION: At 11:06 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 30 minutes, beginning at 11:11 a.m. unless extended.

There were no members of the public on Zoom.

At 11:41 a.m., executive session was extended for 35 minutes.

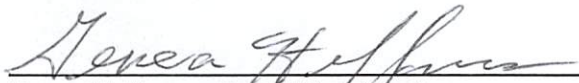
OPEN SESSION: Open session resumed at 12:16 p.m.

President Huffman called for a motion to adjourn.

Vice President Rathbun moved to adjourn at 12:16 p.m. Director McKenzie seconded. The motion carried.

Attest:

Witness:



Gene Huffman, Board President
Minutes Approved March 19, 2024



Shane Leonard, Board Secretary

Prepared by Lori Gibson