



# KENNEWICK IRRIGATION DISTRICT

**Board of Directors Meeting**  
 Tuesday, March 5, 2024, 9:00 a.m.  
 2015 S Ely St., Kennewick, and via Zoom

## 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:**

Shane Leonard, District Manager  
 Charles Freeman, District Manager  
 Jason McShane, Assistant District Manager  
 Stuart Dezember, Comptroller/Treasurer  
 Seth Defoe, Land and Water Resources Manager  
 Daniel Tissell, Engineering Manager  
 Lori Gibson, Executive Assistant  
 Melissa Olheiser, Accounting Supervisor  
 Matthew Berglund, Public Relations Coordinator

**Other Persons Present:**

John Crotty, Western Legal

**Director McKenzie moved to excuse Director Ward. Director Hanberg seconded. The motion carried.**

**APPROVAL OF AGENDA: Director McKenzie 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. SUB 2023-0003 – Pre-Plat of Sunny Meadows
2. Water On Letter to USBR
3. Vouchers/Warrant Approval

**Accounts Payable:**

Check Numbers:

86886	through	86887	\$	5,246.31
86888	through	86962	\$	159,634.87
86963	through	86978	\$	5,783.16
86979	through	86983	\$	112,519.13
Bank Drafts	FSA		\$	-
Bank Drafts	General		\$	-
Bank Drafts	AP		\$	145,218.08
<b>Total Accounts Payable</b>			<b>\$</b>	<b>428,401.55</b>

**Payroll:**

Check Numbers:		\$	-
Direct Deposit	2/20/2024	\$	203,660.92
<b>Total Payroll</b>		<b>\$</b>	<b>203,660.92</b>

**Voided Checks:**

Check Numbers:

None	\$	-	\$	-
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**Total Disbursements**

**\$ 632,062.47**

**Prior Period Checks Voided:**

None	\$	-
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**PUBLIC COMMENTS:** None

**PRESENTATIONS:**

**Drought Presentation**

Charles Freeman presented information on drought preparation for the coming water season. He explained that although the current TWSA is 72%, this is likely to drop. He reviewed the following items regarding the anticipated drought:

- Watering schedule
- Staffing
- Rain gauge purchase
- Endothall treatment
- Pump rentals
- PikoMeter purchase

Jason McShane presented information regarding the following items:

- Canal lining
- Pipeline projects
- Rubicon gates

Charles Freeman completed the presentation and recommended that KID institute voluntary scheduling upon water on. He added that we will hold a community event on March 30, 2024, from 11:00 a.m. until 2:00 p.m. at Home Depot in Kennewick.

**BOARD REPORTS:** None

**ACTION ITEMS:**

**Policy 3.4.1 Paid Time Off (PTO) Program, Rev 1:** Mr. Dezember presented this item. He explained that the new PTO policy was approved by the Board on August 15, 2023, and during the last few months the need for a revision has become evident. This revision changes the guideline for absenteeism and corrects some verbiage to "PTO".

**Director McKenzie moved to approve Policy and Procedure 3.4-1, Paid Time Off, Revision #1. Director Hanberg seconded the motion. The motion carried.**

**Policy 3.1-8 PTO Cash Out Program, Rev 2:** Mr. Dezember presented this item, including stating that the approval of the new PTO policy necessitated the need for an update of the cash out program. He reviewed the changes to the program and recommended that the Board approve the revisions.

**Director McKenzie moved to approve Policy 3.1-8 PTO Cash Out Programs, Revision #2, and delay the implementation of the 40 consecutive hour requirement until January 1, 2025. Director Hanberg seconded the motion. The motion carried.**

**RESOLUTIONS:**

**Resolution 2024-06 2024 Budget Amendment, Rev 1:** Mr. Dezember presented this item. He explained that \$3,660 was spent on rain gauges in 2023 and staff recommends that this amount be transferred from the Drought Mitigation Fund.

**Director McKenzie moved to approve a \$3,660 transfer from the Drought Mitigation Fund to the Operating Fund for 2023, and approve Resolution 2024-06 Budget Amendment, Revision #1. Director Hanberg seconded the motion. The motion carried.**

**Resolution 2024-07 2024 Authorized Positions and Salary Ranges, Rev 1:** Mr. Dezember presented this item. He reviewed the items being revised, and recommended approval of the changes to the authorized positions and salary ranges.

**Director McKenzie moved to approve Resolution 2024-07 2024 Authorized Positions and Salary Ranges, Revision 1. Director Hanberg seconded the motion. The motion carried.**

**Resolution 2024-08 Project Acceptance and Release of Retainage for Public Works Contract PW2023-10 Temporary Electrical Service:** Mr. Tissell presented this item. He explained that this project has been completed and the retainage should be released.

**Director McKenzie moved to approve Resolution 2024-08 Project Acceptance and Release of Retainage for Public Works Contract PW2023-10 Temporary Electrical Service. Director Hanberg seconded the motion. The motion carried.**

**Resolution 2024-9 Sole Source Purchase – 48-Inch FRP Pipe:** Mr. Tissell presented this item, explaining that purchase of this pipe represents a good value for KID and that there are several applications where the pipe can be used. He added that the price of the pipe, although new, is priced at approximately half the price of new pipe.

Mr. McKenzie inquired if we would be bringing the pipe to our own sites or if it would remain in its present location. Mr. Tissell explained that it would be moved when it needed to be. Mr. McShane explained that this pipe degrades little but could have the possibility of changing shape as it sits on the ground. He added that since the pipe is left over from a job installed by the manufacturer's rep and is being sold to us directly, it is a unique situation and falls under the sole source statute.

**Director McKenzie moved to approve Resolution 2024-09 Authorization to Waive Competitive Bidding and Award a Contract to Purchase 48-Inch FRP Pipe Pursuant to RCW 87.03.435(3)(c) and authorize the District Manager to execute the purchase contract in an amount not to exceed \$165,000 plus tax with funding for the purchase to come from the Capital Upgrade and Improvement Fund. Director Hanberg seconded the motion. The motion carried.**

**Resolution 2024-10 Sole Source Purchase – HL 3.3 Lateral Rubicon SlipMeter:** Mr. Tissell presented this item. He reviewed the history of KID's use of Rubicon Gates and SlipMeters. He explained that our canal treatment chemical application site has been changed to avoid erosion damage to future gates.

**Director Hanberg moved to approve Resolution 2024-10 Authorization to Waive Competitive Bidding and Award a Contract to Purchase a Rubicon SlipMeter Pursuant to RCW 87.03.435(3)(c) and authorize the District Manager to execute the purchase contract in an amount not to exceed \$23,000 plus tax with funding for the purchase to come from the Capital Upgrade and Improvement Fund. Director McKenzie seconded the motion. The motion carried.**

**STAFF REPORTS:**

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

- Office hours
- Staffing
- Foreclosures – currently 2
- Assessments have been mailed

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

- Canal lining
- Pipeline projects
- Amon screen repair
- Operational testing
- Ely Street gate repair

Director McKenzie inquired as to the start date for water delivery. Mr. Tissell and Mr. McShane explained that operational testing will start on March 27 with the first day of water delivery being April 1.

**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
- [nrms.usda.gov](http://nrms.usda.gov) - Washington SNOTEL Current Snow Water Equivalent % of Normal map
- [cpc.ncep.noaa.gov](http://cpc.ncep.noaa.gov) - Monthly and Seasonal Temperature and Precipitation Outlook maps, and El Niño/Southern Oscillation Diagnostic Discussion (ENSO) (currently El Nino Advisory/La Nina Watch)
- [weather.gov/pdt/CliPlot](http://weather.gov/pdt/CliPlot) (Climate Plot) (October 2023 Through Sep 2024) (“Water Year Chart”)

Mr. Defoe also reported regarding:

- TWSA is currently 72% (with a projected low of 47%)

There was a discussion about return flows, Chandler electrification, and targeted deliveries.

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

**District Managers:**

Mr. Leonard reported regarding:

- Family Farm Alliance Conference
- Audubon Society breakfast
- Water On
- Upcoming travel to Washington DC

**WORKSHOP:** None

**EXECUTIVE SESSION:** At 10:57 a.m., Mr. Leonard 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), beginning at 11:02 a.m., for approximately 30 minutes unless extended, with action possible following executive session.

No members of the public were on Zoom.

**OPEN SESSION:** Open session resumed at 11:40 a.m.

**Director McKenzie moved to amend the agenda to add Action Item 3, City View Lots 6-10 Ground Lease Agreement. Director Hanberg seconded. The motion carried.**

**Citi View Lots 6-10 Ground Lease Agreement:** Mr. Defoe presented this item. He explained the history and progression of negotiations for the Ground Lease Agreement and reviewed the general lease terms. He continued by recommending approval of the Agreement.

**Director Hanberg moved to approve Citi View Lots 6-10 Ground Lease Agreement ETC. Director McKenzie seconded the motion. The motion carried.**

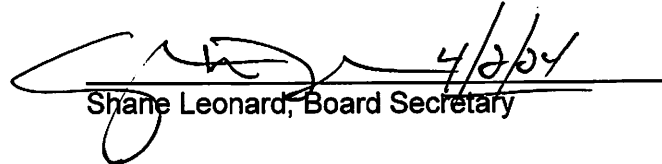
President Huffman called for a motion to adjourn.

**Director McKenzie moved to adjourn at 11:51 a.m. Director McKenzie seconded. The motion carried.**

Attest:

Witness:

  
Gene Huffman, Board President  
Minutes Approved April 2, 2024

  
Shane Leonard, Board Secretary

Prepared by Lori Gibson