



Minutes

President Huffman called the meeting to order at 9:00 a.m. and Mr. Leonard 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
Melissa Olheiser, Accounting Supervisor
Lori Gibson, Executive Assistant

Vice President Rathbun moved to amend the agenda to remove the two presentation items. Director McKenzie seconded. The motion carried.

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

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

The consent agenda items were:

1. Irrigation Easement – 1125 S Tranquility PR SE
2. Irrigation Easement – 1217 S Tranquility PR SE
3. Minutes, KID Board Meeting, June 18, 2024
4. Vouchers/Warrant Approval

Accounts Payable:

Check Numbers:

	87498	through	87498	\$	2,103.16
	87499	through	87569	\$	400,052.44
Bank Drafts	FSA			\$	-
Bank Drafts	General			\$	-
Bank Drafts	AP			\$	101,571.38
Total Accounts Payable				\$	503,726.98

Payroll:

Check Numbers:	34432	through	34432	\$	1,317.32
Direct Deposit		6/20/2024		\$	161,837.88
Total Payroll				\$	163,155.20

Voided Checks:

Check Numbers:

None	\$	-
	\$	-

Total Disbursements

\$ 666,882.18

Prior Period Checks Voided:

None	\$	-
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PUBLIC COMMENTS: None

PRESENTATIONS: None

PUBLIC HEARING: None

BOARD REPORTS: None

ACTION ITEMS: None

RESOLUTIONS:

Resolution 2024-23 Sole Source Purchase – 650 Dozer GPS Antenna Repair: Mr. Leonard presented this item, explaining that previously approved repairs were not successful, and this will allow for a more complete repair to the antenna.

Vice President Rathbun moved to approve Resolution 2024-23 to waive competitive bidding and award a contract to purchase GPS antenna repairs for the 650 Dozer pursuant to RCW 87.03.435(3)(c) and affirm the execution of the purchase contract by Shane Leonard, District Manager, in an amount not to exceed \$3,138.05 plus freight, tax and environmental recovery fee with funding for the purchase to come from the Capital Equipment Replacement Reserve Fund. Director Hanberg seconded. The motion carried.

Resolution 2024-26 FY 2024 & 2025 WaterSMART Small-Scale Water Efficiency Projects Application for the Brantingham East Pipeline Extension: Mr. McShane presented the item and explained that this resolution will give approval for KID to apply for this grant, wherewith the Bureau of Reclamation will match KID funds up to \$100,000 for the Brantingham East Pipeline Extension project.

Director Hanberg moved to approve Resolution 2024-26 appointing Shane Leonard as authorized representative and signature authority in matters relating to the FY 2024 and 2025 WaterSMART Small-Scale Water Efficiency Projects Application for the Brantingham East Pipeline Extension. Director McKenzie seconded. The motion carried.

Resolution 2024-27 FY 2024 & 2025 WaterSMART Small-Scale Water Efficiency Projects Application for the Gage Pump Station: Mr. McShane explained that this item is similar to the previous resolution, with this grant being applied for in the next application period, and being used for the Gage Pump Station project.

Vice President Rathbun moved to approve Resplution 2024-27 appointing Shane Leonard as authorized representative and signature authority in matters relating to the Fiscal Year 2024 and 2025 WaterSMART Small-Scale Water Efficiency Projects Application for the Gage Pump Station. Director Hanberg seconded. The motion carried.

Resolution 2024-28 Shade Tree Voluntary Mitigation Development Agreement: Mr. McShane presented this resolution. He said the Shade Tree development consists of 14 lots and explained that the developer will contribute funds toward a planned regional system in lieu of a pond and pump station.

Director Hanberg moved to approve Resolution 2024-28 Approving Voluntary Mitigation Development Agreement for Shade Tree. Vice President Rathbun seconded. The motion carried.

Resolution 2024-29 Authorized Singers for KID Banking and Investment Services: Mr. Dezember presented this item, explaining that the purpose of the resolution is to remove Charles Freeman as an authorized signer for KID banking and investments.

Director McKenzie moved to approve Resolution 2024-29 Authorized Signers for KID Banking and Investment Services. Vice President Rathbun seconded. The motion carried.

Resolution 2024-30 Authorizing Action Relating to KID Borrowing from Washington Trust Bank VISA System: Mr. Dezember presented this item. He said this resolution is necessary to remove Charles Freeman as an authorized staff member for the purposes of actions regarding to staff member credit cards.

Vice President Rathbun moved to approve Resolution 2024-30 Authorizing Actions related to Kennewick Irrigation District's borrowing from Washington Trust Bank through a business VISA system. Director McKenzie seconded. The motion carried.

Resolution 2024-31 Establishing Small Works Roster: Mr. Leonard presented this item. He explained that there are new requirements in the law for Small Works Rosters, requiring either updating the KID Small Works Roster process or using the state-designated MRSC Small Works Roster. He further stated that moving to the MRSC Small Works Roster at this time will allow KID to fully investigate the impact of the new requirements on the KID Small Works Roster and determine the best course of action in the future regarding continued use of the MRSC Small Works Roster.

Director Hanberg moved to approve Resolution 2024-31 A Resolution to Establish a Small Works Roster and Authority to Use the Small Works Process to Award Public Contracts. Vice President Rathbun seconded. The motion carried.

Resolution 2024-32 Authorizing Investment of KID Monies in the LGIP: Mr. Dezember presented this item, explaining that this action removes Charles Freeman as the official staff member authorized to make changes to the LGIP investments, and designates the District Manager in title to make changes in the future.

Vice President Rathbun moved to approve Resolution 2024-32 Authorizing investment of Kennewick Irrigation District monies in the Local Government Investment Pool. Director McKenzie seconded. The motion carried.

Resolution 2024-33 Service Recognition: Mr. Leonard presented the proposed resolution, reading it in its entirety. He explained that the resolution recognizes Charles Freeman's tenure and accomplishments as the District Manager of KID.

Director McKenzie moved to approve Resolution 2024-33 A Resolution recognizing Mr. Charles Freeman, District Manager, for his service and dedication to the Kennewick Irrigation District. Vice President Rathbun seconded. The motion carried.

STAFF REPORTS:

Finance Manager: Mr. Dezember reported regarding:

- Foreclosures – reduced from 139 to 75
- Customer Service staff performance during water on

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 – Snow Water Equivalent in Upper Yakima
- USBR Daily Report of flows in the Yakima River from Friday 6/28/24
- El Niño/Southern Oscillation (ENSO) Diagnostic Discussion (currently La Nina Watch)
- cpc.ncep.noaa.gov - Monthly and Seasonal Temperature and Precipitation Outlook

Assistant District Manager: Mr. McShane displayed and further discussed the following webpage:

- usbr.gov - Hydromet - Major Storage Reservoirs in the Yakima River Basin (“Teacup”) diagram and Water Year Graph
- Photographs of current flows in the Yakima River

Mr. McShane also report regarding:

- Drought activities
- TWSA outlook

District Manager:

Mr. Leonard reported regarding:

- Drought response – mandatory scheduling begins July 7
- Customer service and difficult customers
- Voluntary Mitigation Development Agreement review
- Budget process
- NWRA Western Water Conference
- Meeting with Department of Ecology Office of Columbia River, Yakama Nation, and the Bureau anticipated at the end of July
- State of Washington guidance regarding Quagga mussels
- Supreme Court overturn of the Chevron doctrine

Mr. Leonard also thanked Charles Freeman for his time and effort during the District Manager transition.

WORKSHOP: None

EXECUTIVE SESSION: At 10:22 a.m., Mr. Leonard announced on behalf of the presiding officer that the board would go into executive session 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 10:31 a.m., for approximately 15 minutes unless extended.

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

OPEN SESSION: Open session resumed at 10:46 a.m.

Members of the public were readmitted to the meeting on Zoom.

President Huffman called for a motion to adjourn.

Vice President Rathbun moved to adjourn at 10:46 a.m. Director Ward seconded the motion. The motion carried.

Attest:

Witness:



Gene Huffman, Board President
Minutes Approved July 16, 2024



Shane Leonard, Board Secretary

Prepared by Lori Gibson