

Please return to:

*Executive Assistant
Kennewick Irrigation District
2015 South Ely Street
Kennewick, WA 99337*

KENNEWICK IRRIGATION DISTRICT RESOLUTION 2024- 31

A RESOLUTION TO ESTABLISH A SMALL WORKS ROSTER AND AUTHORITY TO USE THE SMALL WORKS PROCESS TO AWARD PUBLIC WORK CONTRACT

A **RESOLUTION** of the Board of Directors of Kennewick Irrigation District (KID), Benton County, Washington, for the purpose of establishing Small Works Roster Procedures in compliance with the Revised Codes of Washington (RCW) 39.04.151.

Section 1. RECITALS AND FINDINGS.

- 1.1 RCW 39.04.151-154 and other laws regarding contracting for public works by authorized local governments, allow certain contracts to be awarded using a small works roster process.
- 1.2 Per RCW 39.04.151(4), to be able to implement a small works roster and process, KID is required to adopt a resolution, establish reporting procedures that are publicly available, and commit to providing the most practicable opportunities for small businesses when using Direct Contracting. To be able to use Direct Contracting on occasion, KID is required to develop a small, minority, women and veteran-owned utilization and inclusion plan.

Section 2. IMPLEMENTATION.

- 2.1 Now, therefore, Kennewick Irrigation District, Washington, hereby resolves as follows;
- 2.2 **MRSC Rosters.** The Kennewick Irrigation District hereby elects to use the statewide small works roster established under RCW 39.04.151(2) and administered by the Municipal Research Services Center of Washington.
- 2.3 **Small Works Roster.** The Kennewick Irrigation District has established the following procedures to use in managing procurement and awards of public works contracts using the statewide small works roster.
 - A. Small Works, as defined by RCW 39.04.152 are public works construction *projects estimated to cost \$350,000 or less*, excluding WSST.

Resolution 2024-31, Establishing a Small Works Roster and Authority to Use the Small Works Roster Process to Award Public Works Contracts.

- B. Small Works Roster is a pre-established list of properly licensed contractors, registered to do business with the Kennewick Irrigation District under selected project types and (work) categories.
- C. Small Works process is an alternative to publicly advertising public work projects; **ADDITIONALLY**, every small works contract is subject to the same public works bidding, award, and compliance requirements of RCW 39.04 unless specifically included in RCW 39.04.151-154, this resolution or the incorporated policies or procedures.
- D. Small Works procurements will be facilitated by KID's procurement process as set forth in KID Policy 2.13, General Purchasing.
- E. MRSC Rosters will publish an annual notification of the Kennewick Irrigation District's desire to use the Small Works Roster and process and invite more businesses to apply. Interested businesses are encouraged to apply to the roster at any time.
- F. Small Works bidding and award information will be entered into the statewide small works roster platform immediately upon the conclusion of each small works roster awards.
- G. Small Works bidding and award data will be part of the KID's procurement files and records and all documents will be available for review with KID's Comptroller or his/her designee.

2.4 Direct Contracting. KID intends to use the direct contracting option (RCW 39.04.152(4)) whenever practicable for Small Works projects estimated to cost ***\$150,000 or less***, excluding WSST. The Kennewick Irrigation District has developed additional policies and procedures to ensure the Kennewick Irrigation District uses Direct Contracting with the spirit and intent of the statute; and are incorporated herein as follows:

- A. Small Works Roster [Manual]
- B. Direct Contracting Rotation Policy
- C. Direct Contracting Negotiation Policy
- D. Business Utilization Plan

2.5 Delegated Authority. KID has delegated authority to oversee and manage the Small Works Roster "program" to the KID District Manager and his/her designee. As the delegated authority, the Small Works Roster Program Manager will be responsible for ensuring all necessary policies, procedures, templates, contracts, or similar are developed and used in accordance with the applicable statutes and guidance provided by MRSC.

Furthermore, the Small Works Roster Program Manager will be responsible for establishing and implementing KID's Business Utilization Plan and reporting annually on the utilization and improvements needed to the policy or contracting processes to meet or exceed the established goals for small business utilization through the Direct Contracting opportunities.

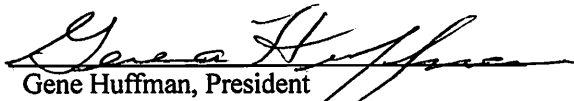
The Small Works Roster Program Manager will also be responsible for data collection, reporting, and similar on all activities, uses, and awards for small works and will ensure all information is provided to MRSC, the state, or the public as required or requested.

- 2.6 The KID District Manager is hereby authorized and directed to take such action as appropriate and necessary to administer and enforce this Resolution.

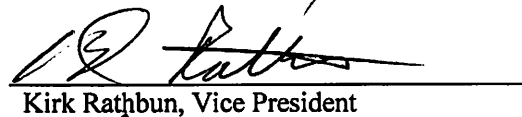
Section 3. REPEALER; FURTHER ACTIONS.

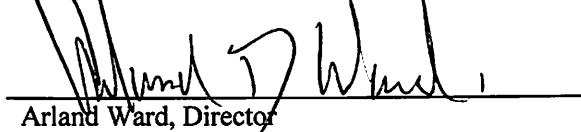
- 3.1 Any KID act prior to and inconsistent with this Resolution is hereby superseded and repealed. Nothing in this Resolution shall limit the future authority of KID to modify rates, charges and assessments.

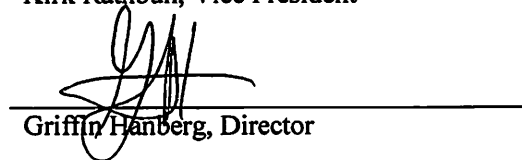
RESOLUTION 2024-31 IS HEREBY ADOPTED BY THE Board of Directors of Kennewick Irrigation District, Benton County, Washington, at a regular open public meeting with a quorum present thereof this 2nd day of July 2024.


Gene Huffman, President


David McKenzie, Director


Kirk Rathbun, Vice President


Arland Ward, Director


Griffin Hanberg, Director