



**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  
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  
Daniel Tissell, Engineering Manager  
Matthew Berglund, Public Relations Coordinator

**Other Persons Present:**

John Crotty, Western Legal

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

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

The consent agenda items were:

1. Irrigation Facilities Easement – 2411 W 21<sup>st</sup> Ave - Lauria
2. BSP-2024-0006 – 4206 W 24<sup>th</sup> Ave
3. Pipeline Upsizing – Canal Landing
4. Minutes, KID Board Meeting, September 3, 2024
5. Minutes, KID Board Meeting, September 17, 2024
6. Water Shutdown Letter to USBR
7. Vouchers/Warrant Approval

**Accounts Payable:**

Check Numbers:

	87899	through	87899	\$	1,375.70
	87900	through	87955	\$	357,337.19
	87956	through	87962	\$	109,423.84
Bank Drafts	FSA			\$	1,023.53
Bank Drafts	General			\$	1,901.92
Bank Drafts	AP			\$	103,680.94
<b>Total Accounts Payable</b>				<b>\$</b>	<b>574,743.12</b>

**Payroll:**

Checks	34433-34436	9/17/2024	\$	1,000.00
Direct Deposit		9/20/2024	\$	165,172.86
<b>Total Payroll</b>			<b>\$</b>	<b>166,172.86</b>

**Voided Checks:**

Check Numbers:

None	\$	-
	\$	-

Total Disbursements

\$ 740,915.98

Prior Period Checks Voided:

None

\$

-

**PUBLIC COMMENTS:** None

**PRESENTATIONS:**

**Financial Statements, August 2024:** Mr. Dezember presented the financial statements for August 2024, and reviewed the following pages:

- Balance Sheet – As of August 31, 2024
- Balance Sheet – Comparative – As of August 31, 2024 and 2023
- Revenues & Expenditures – Budget to Actual – Period ending August 31, 2024
- Revenues & Expenditures – Comparative – Period Ending August 31, 2024 and 2023
- Statement of Grant Revenues for Current Awards – Period Ending August 31, 2024
- Fund Balance Change – As of August 31, 2024
- Cash Investment Report – As of August 31, 2024
- Loans Payable – As of August 31, 2024

**Vice President Rathbun moved to accept the Financial Statements for the period ending August 31, 2024. Director Hanberg seconded. The motion carried.**

**PUBLIC HEARING:** None

**BOARD REPORTS:** None

**ACTION ITEMS:** None

**RESOLUTIONS:**

**Resolution 2024-42 South Richland Master Plan Benefit Area:** Mr. Woodard invited Mr. Tissell to present this resolution. Mr. Tissell addressed the Board, displaying a map and describing the benefit area. He explained that this Master Plan is essentially a transmission plan that will help create efficiencies using interties rather than new pond and pump stations with each new development. He added that there may be grant opportunities associated with this plan.

Vice President Rathbun inquired if the amounts were adjusted for future cost increases. Mr. Tissell responded that the estimates anticipated cost increases. There was a discussion regarding master plans, wherein Mr. McShane explained that master plans are predicated on the idea that the District capital plan bears the majority of the costs for our infrastructure in the community and master plans ensure that we are not making requirements in excess of the impacts caused by new development. He continued that master plans simplify the costs for both new development as well as the District, and that possible future development acres are included in the calculation. He also added that every property that is paying a capital charge receives a credit of one EIU applied to the surcharge and the remaining surcharge is paid upon one of three triggering events – issuance of a building permit, connection to our system, or ownership change of the parcel. He added that master plans are based on region rather than District-wide to better reflect the infrastructure needed for a specific benefit area.

**Director Hanberg moved to approve Resolution 2024-42 Adopting the South Richland Irrigation Master Plan; and Establishing a Capital Surcharge Assessment Benefit Area and Collection Method. Vice President Rathbun seconded. The motion carried.**

**Resolution 2024-43 Finley West Master Plan Benefit Area:** Mr. Tissell presented this resolution, displaying a map of the benefit area. Vice President Rathbun asked for clarification regarding the costs that are paid by the developer in addition to the distribution pipelines. Mr. McShane explained that the surcharge replaces the pond and pump station requirement. Mr. McShane further explained that PLA conversion surcharges include both a transmission as well as a distribution cost.

**Vice President Rathbun moved to approve Resolution 2024-43 Adopting the Finley West Irrigation Master Plan; and Establishing a Capital Surcharge Assessment Benefit Area and Collection Method. Director Hanberg seconded. The motion carried.**

**Resolution 2024-45 Authorization to Declare Surplus Real Property:** Mr. Woodard presented this resolution. He said that the District will place for sale a 25-foot strip of property adjacent to the Southcliffe Phase 8 development, which was discovered after the development had gone through the platting process.

**Director Hanberg moved to approve Resolution 2024-45 Declaring Surplus Realty and Authorizing the Sale of Real Property. Vice President Rathbun seconded. The motion carried.**

**Resolution 2024-46 WaterSMART Drought Response Program: Drought Resiliency Projects for Fiscal Year 2025:** Mr. Woodard presented this item, explaining that the resolution is in support of a \$3 Million drought resiliency grant that the District will apply for, supporting the extension of pipelines and eliminating ponds.

**Vice President Rathbun moved to approve Resolution 2024-46 appointing Shane Leonard as authorized representative and signature authority in matters relating to the WaterSMART Drought Response Program: Drought Resiliency Projects for Fiscal Year 2025. Director McKenzie seconded. The motion carried.**

#### **STAFF REPORTS:**

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

- Board Workshop on October 28
- Foreclosures – Currently 17

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

- Last day of water delivery will be October 15
- Current flows are decreasing
- Algae mass in Division IV canal
- Tumble Mustard proliferation
- PR 95 lining project
- Staff hiring update
- Engineering water off season plans

**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 (prorationing at the end of the water season was 52%)
- [cpc.ncep.noaa.gov](http://cpc.ncep.noaa.gov) – National Monthly and Seasonal Temperature and Precipitation Outlook maps, and El Niño/Southern Oscillation (ENSO) Diagnostic Discussion (currently La Nina Watch)

- Weather.gov - Local Temperature and Precipitation charts
- Yakamafish-nsn.gov - Year-to-Date Statistics

**Assistant District Manager:** Mr. McShane reported regarding:

- Department of Ecology Grant for Groundwater Storage Assessment
- Water Off Season focus

**District Manager:** Mr. Leonard reported regarding:

- Budget preparations
- Quagamuscle in Snake River
- Tri-State meeting
- NWRA Annual Conference is November 6-8
- WSWRA Annual Conference is December 4-6
- Meetings in Washington DC in early 2025

**WORKSHOP:** None

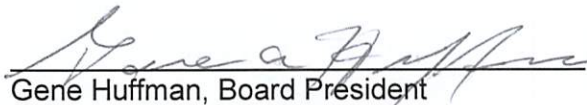
**EXECUTIVE SESSION:** None

President Huffman called for a motion to adjourn.

**Vice President Rathbun moved to adjourn at 10:51 a.m. Director Hanberg seconded the motion. The motion carried.**

Attest:

Witness:



Gene Huffman, Board President  
Minutes Approved October 15, 2024



Shane Leonard, Board Secretary

Prepared by Lori Gibson