



KENNEWICK IRRIGATION DISTRICT

Board of Directors Meeting
Tuesday, February 4, 2025, 9:00 a.m.
2015 S Ely St., Kennewick, and via Zoom

Minutes

President Rathbun called the meeting to order at 9:00 a.m. and Mr. Leonard called roll.

Directors:

Kirk Rathbun, President
Gene Huffman, 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 Administrative and
Human Resources Manager
Melissa Olheiser, Accounting Supervisor
Matthew Berglund, Public Information and
Employee Engagement Coordinator
Mardi Perry, Executive Coordinator

Other Persons Present:

John Crotty, Western Legal

APPROVAL OF AGENDA: Director Hanberg moved to approve the agenda. Vice President Huffman seconded. The motion carried.

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

The consent agenda items were:

1. SPV 2024-002 – 27104 S 887 PR SE
2. SP-2025-0001 – 610 E Edison
3. Minutes, KID Board Meeting, December 16, 2024
4. Minutes, KID Board Meeting, January 7, 2025
5. Resolution Number Correction: 2024-61
6. Vouchers/Warrant Approval

Accounts Payable:

Check Numbers:

88462	through	88534	\$	246,745.88
88535	through	88542	\$	122,038.42

Electronic Payments	\$	117,575.19	
	\$		486,359.49

Bank Drafts	AP	\$	-
Bank Drafts	FSA	\$	-
Bank Drafts	General	\$	-
		\$	-

Total Accounts Payable		\$	486,359.49
-------------------------------	--	----	-------------------

Payroll:

Checks	none	\$	-
Direct Deposit	1/21/2025 + Clothing	\$	211,639.11
Total Payroll		\$	211,639.11

Voided Checks:

Check Numbers:

none

\$ _____ -
\$ _____ -

PUBLIC COMMENTS:

David Eakin: Mr. Eakin reported that the Brookshire Estates HOA is very interested in a KID takeover, and that the current Watermaster is retiring and there is concern about the operation of the system.

PRESENTATIONS:

Employee of the Quarter, Fourth Quarter 2024: Ben Woodard presented the award for Employee of the Quarter to Emmanuel Ojeda Corona.

PUBLIC HEARING: None

BOARD REPORTS: None

ACTION ITEMS: None

RESOLUTIONS:

Resolution 2025-05 Approval of Water Allotment for Sherman Heights Phase 4: Ms. Gibson presented this resolution, explaining that his water allotment was part of the reserved water from 2014, and that it is very similar to the previous three phases in the Sherman Heights development.

Director Hanberg moved to approve Resolution 2025-05 Approval of Water Allotment Transfer for Sherman Heights Phase 4. Director McKenzie seconded. The motion carried.

Resolution 2025-07 Sole Source Purchase of Rubicon Pikometer for Washington Street: Mr. Woodard presented this resolution. He explained that this fully automated gate will help us better manage the Highlift Canal, adding that this unique equipment is unmatched in accuracy and vital to KID's control of the facilities.

Director Hanberg inquired if this installation could be done when water is in the canal. Mr. Woodard responded that the frame can be installed during water off then the gate can be dropped into the frame during water on. There was a short discussion regarding other gates and how they assist with flows.

Vice President Huffman moved to approve Resolution 2025-07 Authorization to Waive Competitive Bidding and Award a Contract to Purchase Sole Source Rubicon Pikometer for Washington Street Pursuant to RCW 87.03.435(3)(c). Director McKenzie seconded. The motion carried.

Resolution 2025-08 Approving Voluntary Mitigation Agreement for Maple Meadows: Mr. Woodard presented this resolution, explaining that this mitigation allows the developer to contribute funds toward our regional system instead of installing a pond and pump station. We would provide pressurized water through a temporary pump station. Mr. Leonard added that we are in the process of reevaluating the process of tracking and collecting VMA funds.

Vice President Huffman moved to approve Resolution 2025-08 Approving Voluntary Mitigation Agreement for Maple Meadows. Director McKenzie seconded. The motion carried.

Resolution 2025-09 Approving Voluntary Mitigation Agreement for Canal Landing: Mr. Woodard presented this resolution, briefly reviewing the agreement. KID will provide pressurized service through a temporary pump station until the regional facilities are completed. There was a short discussion regarding billing condominiums versus townhomes.

Director McKenzie moved to approve Resolution 2025-09 Approving Voluntary Mitigation Agreement for Canal Landing. Director Hanberg seconded. The motion carried.

STAFF REPORTS:

Finance Manager: Mr. Dezember reported regarding:

- Foreclosures – currently 6
- KID Counterfeit checks were thwarted

Engineering/Operations Manager: Mr. Woodard reported regarding:

- O&E tour
- Staffing update
- Main Canal lining
- PLA takeover estimates
- Fiberglass reinforced pipe

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
- 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 La Nina Advisory)

Assistant District Manager: Mr. McShane reported regarding:

- Drought status
- PLA Conversion program and system takeovers
- Canal lining – Canyon Lakes, Main Canal
- Operations training
- CAT 140M Motor Grader replacement and other equipment needs
- Irrigation Leader Workshop in Phoenix
- Upcoming travel – USBR Workshop in Denver, Washington DC legislation meetings

District Manager: Mr. Leonard reported regarding:

- 2025 Budget; assessment increase press release
- Material supply concerns
- Drought preparations

Mr. Leonard invited Mr. Berglund to report regarding:

- Assessment increase press release
- Local media tour

Mr. Leonard continued and reported regarding:

- Semi-annual meeting with local leaders
- Washington DC legislation meetings
- Water Strategies Municipal Water conference in March

Mr. Leonard invited Mr. Crotty to report regarding:

- Tri-State Meeting
- Bureau staffing
- Columbia River Treaty negotiations
- Columbia/Snake River Replacement Study public meeting

WORKSHOP: None

EXECUTIVE SESSION: At 10:20 a.m., Mr. Leonard announced on behalf of the presiding officer that the board would go into executive session at 10:20 a.m. 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 review the performance of a public employee, pursuant to RCW 42.30.110(g); for approximately 40 minutes unless extended.

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

At 11:00 a.m., executive session was extended for 20 minutes.

At 11:20 a.m., executive session was extended for 5 minutes.

OPEN SESSION: At 11:25 a.m., open session resumed, and members of the public were readmitted on Zoom.

Director McKenzie moved to amend the agenda to add an action item to address salary changes for the District Manager. Vice President Huffman seconded. The motion carried.

ACTION ITEM: President Rathbun explained that the Board recommended a 3% COLA for the District Manager effective January 1, 2025, with an additional 3% increase effective February 1, 2025.

Director McKenzie moved to approve a 3% COLA for the District Manager effective January 1, 2025, with an additional 3% increase effective February 1, 2025. Vice President Huffman seconded. The motion carried.

President Rathbun called for a motion to adjourn.

Vice President Huffman moved to adjourn at 11:35 a.m. Director McKenzie seconded. The motion carried.

Attest:



Kirk Rathbun, Board President
Minutes Approved April 1, 2025

Witness:



Shane Leonard, Board Secretary

Prepared by Lori Gibson