



# KENNEWICK IRRIGATION DISTRICT

**Board of Directors Meeting**  
Tuesday, April 15, 2025, 9:00 a.m.  
2015 S Ely St., Kennewick, and via Zoom

## Minutes

President Rathbun presided over the meeting. Vice President Huffman conducted the meeting, calling 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/District Treasurer  
Seth Defoe, Land and Water Resources Manager  
Ben Woodard, Engineering and Operations Manager  
Lori Gibson, Executive Administrative and HR Manager  
Melissa Olheiser, Accounting Supervisor  
Matthew Berglund, Public Information and  
Employee Engagement Coordinator  
Mardi Perry, Executive Coordinator  
Wendy Durado, Executive Assistant

### Other Persons Present:

John Crotty, Western Legal

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

**CONSENT AGENDA: Director McKenzie moved to approve the consent agenda. Director Ward seconded. The motion carried.**

The consent agenda items were:

1. PLN-T1-2025-00194 – 2228 Storehouse Ave
2. April 2025 Customer Account Adjustments
3. Vouchers/Warrant Approval

### Accounts Payable:

Check Numbers:

88787	through	88788	\$	2,465.74
88789	through	88793	\$	121,176.66
88794	through	88855	\$	304,219.86

Electronic Payments

\$	167,228.01	
\$		595,090.27

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

\$	-
\$	595,090.27

**Total Accounts Payable**

### Payroll:

Check Numbers:

None	\$	-
4/4/2025	\$	224,418.35

**Total Payroll**

\$	224,418.35
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**Voided Checks:**

Check Numbers:

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

<b>\$ 819,508.62</b>
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**PUBLIC COMMENTS:**

Dennis Babcock of 6313 W 10<sup>th</sup> Pl, Kennewick reported to the Board that while our rates are increasing, it seems that the water is delivered later each year.

**PRESENTATIONS:**

**Employee(s) of the Quarter, First Quarter 2025:** Mr. Woodard presented the awards for Employees of the Quarter for the First Quarter of 2025 to Jan Enstad and Gauge Koerner.

**Financial Statements, February 2025:** Mr. Dezember presented the draft financial statements for January 2025, and reviewed the following pages:

- Balance Sheet – As of February 28, 2025
- Balance Sheet – Comparative – As of February 28, 2025 and 2024
- Revenues & Expenditures – Budget to Actual – Period ending February 28, 2025
- Revenues & Expenditures – Comparative – Period Ending February 28, 2025 and 2024
- Statement of Grant Revenues for Current Awards – Period Ending February 28, 2025
- Fund Balance Change – As of February 28, 2025
- Cash Investment Report – As of February 28, 2025
- Long-Term Debt – As of February 28, 2025

**Director McKenzie moved to accept the Financial Statements for the period ending February 28, 2025. Director Ward seconded. The motion carried.**

**PUBLIC HEARING:** None

**BOARD REPORTS:** None

**ACTION ITEMS:**

**Authorization for 2025 Operations of the Brookshire Estates Irrigation System:** Mr. McShane explained the history and progress of the takeover of the Brookshire Estates Irrigation System. He said Kid has been working with the Brookshire Estates Homeowners Association (BEHA) for several years to transfer the ownership of the irrigation system to KID. He added that staff is recommending that the Board authorize KID to operate the system in 2025 pending final agreement of the takeover.

**Director Hanberg moved to approve Shane Leonard, District Manager, to enter into an agreement for the operations of the irrigation system for the Brookshire Estates neighborhood for the 2025 irrigation season. Director Ward seconded. The motion carried.**

**Authorization for 2025 Operations of the Canyon Lakes Irrigation System:** Mr. McShane presented this action item. He explained that the ownership of the irrigation system was transferred to the new owners, and KID is working with the new owners to take over the system. He said there is a portion of the system that is servicing both the golf course and the adjacent residences and

this will need to be separated. He added that the water rights associated with the well will also be transferred to KID.

**Director McKenzie moved to approve Shane Leonard, District Manager, to enter into an agreement for the operations of the irrigation system for the Canyon Lakes neighborhood for the 2025 irrigation season. Director Hanberg seconded. The motion carried.**

**RESOLUTIONS:** None

**STAFF REPORTS:**

**Public Information Officer:** Mr. Berglund reported regarding:

- Upcoming events, including Trash Pickup Day, Drought Informational Meeting, Salmon Summit, WSU Plant Sale, and Farmers Market

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

- New Development assessments
- Annual Financial Report is due at the end of May
- Staffing, including recognizing Wendy Durado for her efforts in training her replacement

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

- Water On Season start up
- Canal lining and selected pipe installation projects

**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
- noaa.gov - Monthly and Seasonal Temperature and Precipitation Outlook maps, and El Niño/Southern Oscillation Diagnostic Discussion (ENSO) (currently Final La Nina Advisory)
- TWSA Water Condition Charts and Hydrologic Summary (Prorating currently at 58%)

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

- Reclamation Staffing and effects on KID activities
- Staff efforts to complete water start up while preparing for the next drought
- Water Stargrass issues
- Future hydrojetting

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

- Start up delay decision
- Legislative update
- NWRA Policy Conference at end of April

**WORKSHOP:** None

**EXECUTIVE SESSION:** At 10:25 a.m., Mr. Leonard announced on behalf of the presiding officer that the board would go into executive session at 10:30 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) for approximately 30 minutes unless extended.

Members of the public were placed in the waiting room on Zoom and dismissed in person from the Boardroom.

At 11:00 a.m., executive session was extended for 15 minutes.

**OPEN SESSION:** At 11:17 a.m., open session resumed, and members of the public were readmitted on Zoom.

Vice President Huffman called for a motion to adjourn.

**Director Ward moved to adjourn at 11:17 a.m. Director Hanberg seconded. The motion carried.**

Attest:

  
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Kirk Rathbun, Board President  
Minutes Approved May 20, 2025

Witness:

  
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Shane Leonard, Board Secretary

Prepared by Lori Gibson