



## Minutes

President Rathbun called the meeting to order at 9:07 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  
Matthew Berglund, Public Information and  
Employee Engagement Coordinator  
Mardi Perry, Executive Coordinator

### Other Persons Present:

John Crotty, Western Legal

**APPROVAL OF AGENDA: Director Huffman 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. SP-2025-0003 – 712 W 19<sup>th</sup> Ave
2. Job Description Confirmation – GIS Manager
3. Job Description Confirmation – GIS Technician
4. Job Description Confirmation – GIS Intern
5. Vouchers/Warrant Approval

### Accounts Payable:

Check Numbers:

89292	through	89292	\$	53,845.38
89293	through	89298	\$	120,030.66
89299	through	89299	\$	2,241.34
89300	through	89301	\$	575.09
89302	through	89308	\$	72,602.35
89309	through	89351	\$	292,599.40

Electronic Payments

\$ 13,448.05  
\$ 555,342.27

Bank Drafts AP  
Bank Drafts FSA  
Bank Drafts General

\$ 196,200.72  
\$ 5,168.14  
\$ 39,810.47  
\$ 241,179.33

**Total Accounts Payable**

**\$ 796,521.60**

### Payroll:

Check Numbers: None  
Direct Deposit 7/3/2025

\$ -  
\$ 186,370.62  
\$ 186,370.62

**Total Payroll**

**Voided Checks:**

Check Numbers:

88886	VOID & Re-Issue	\$	(299.97)	
				<u>\$ (299.97)</u>

**Total Disbursements**

\$ 982,592.25

**PUBLIC COMMENTS:** None

**PRESENTATIONS:**

**Employee(s) of the Quarter, Second Quarter 2025:**

Ben Woodard presented the award for Employee of the Quarter for the Second Quarter of 2025 to Jeff McShane, Instrumentation Technician (SCADA).

**PUBLIC HEARING:** None

**BOARD REPORTS:** None

**ACTION ITEMS:** None

**RESOLUTIONS:**

**Resolution 2025-22 Confirmation of Proclamation of Emergency and Authorization to Waive Competitive Bidding Process:** Mr. Woodard presented this item. He explained that the PSA 183 pump had failed, and that with temperatures expected into the high 90's and above, and almost 300 customers without water, substantial loss to property or assets could occur if the pump failure were not addressed without delay.

**Director Ward moved to approve Resolution 2025-22 Confirmation of Proclamation of Emergency and Authorization to Waive Competitive Bidding Process. Director McKenzie seconded. The motion carried.**

**STAFF REPORTS:**

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

- K-Club events and appreciation of K-Club volunteers

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

- Foreclosures – currently 58

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

- Aquatic herbicide treatments
- Instrumentation Technician staffing
- Capital and maintenance project update

**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
- noaa.gov - Monthly and Seasonal Temperature and Precipitation Outlook maps, and El Niño/Southern Oscillation Diagnostic Discussion (ENSO) (currently La Niña Advisory)
- weather.gov - Local Temperature and Precipitation charts

Mr. Defoe also reported regarding:

- TWSA prorationing (currently 42%)

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

- Drought update and USBR challenges

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

- Current personal training with Customer Service and Operations
- GIS restructuring
- Chandler Electrification.
- Status of CBA for Field Operations Employees

**WORKSHOP:** None

President Rathbun called for a motion to adjourn.

**Director Ward moved to adjourn at 10:24 a.m. Director Huffman seconded. The motion carried.**

Attest:



Kirk Rathbun, Board President  
Minutes Approved September 2, 2025

Witness:

  
Shane Leonard, Board Secretary

Prepared by Lori Gibson