



**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  
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 HR Manager  
Melissa Olheiser, Accounting Supervisor  
Mardi Perry, Executive Coordinator  
Zach Petsch, GIS Administrator

**Director Hanberg moved to excuse Directors McKenzie and Ward from the Board meeting. Vice President Huffman seconded. All present voted in favor and the motion carried.**

**APPROVAL OF AGENDA: Director Hanberg moved to approve the agenda. Vice President Huffman seconded. All present voted in favor and the motion carried.**

**CONSENT AGENDA: Director Hanberg moved to approve the consent agenda. Vice President Huffman seconded. All present voted in favor and the motion carried.**

The consent agenda items were:

1. Job Description – Custodian/Groundskeeper
2. Minutes, KID Board Meeting, July 1, 2025
3. Vouchers/Warrant Approval

**Accounts Payable:**

Check Numbers:

89431	through	89459	\$	80,636.10
89460	through	89464	\$	120,430.07
89465	through	89466	\$	3,569.72
89467	through	89506	\$	89,877.10
89507	through	89507	\$	2,840.00

Electronic Payments

\$	124,659.73	\$	422,012.72
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Bank Drafts	AP	None	\$	-
Bank Drafts	FSA	None	\$	-
Bank Drafts	General	None	\$	-

\$	-	\$	-
\$	-	\$	422,012.72

**Total Accounts Payable**

**Payroll:**

Check Numbers:	None	\$	-
Direct Deposit	8/5/2025	\$	192,137.34

\$	192,137.34	\$	192,137.34
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**Total Payroll**

**Voided Checks:**

Check Numbers: None

\$ -

Total Disbursements

\$ 614,150.06

**PUBLIC COMMENTS:** None

**PRESENTATIONS:**

**Customer Service Department Recognition:** Mr. Leonard recognized the Customer Service Department for their efforts and success in dealing with difficult situations and customers. Dana Hernandez, Hayley Nicolosi, Marisol Hernandez, and Lisa Corbin joined the meeting for the recognition.

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

- Balance Sheet – As of June 30, 2025
- Balance Sheet – Comparative – As of June 30, 2025 and 2024
- Revenues & Expenditures – Budget to Actual – Period ending June 30, 2025
- Revenues & Expenditures – Comparative – Period Ending June 30, 2025 and 2024
- Statement of Grant Revenues for Current Awards – Period Ending June 30, 2025
- Fund Balance Change – As of June 30, 2025
- Cash Investment Report – As of June 30, 2025
- Long-Term Debt – As of June 30, 2025

**Vice President Huffman moved to accept the Financial Statements for the period ending June 30, 2025. Director Hanberg seconded. All present voted in favor and the motion carried.**

**PUBLIC HEARING:** None

**BOARD REPORTS:** None

**ACTION ITEMS:**

**District Priorities:** Mr. Leonard presented the item, explaining that the change reflects the importance of our staff in adding “Engaging and Fulfilling Workplace for our Employees” to the District Priorities.

**Vice President Huffman moved to approve the revised District Priorities. Director Hanberg seconded. All present voted in favor and the motion carried.**

**RESOLUTIONS:**

**Resolution 2025-26 2025 Authorized Positions and Salary Ranges, Rev. 3:** Mr. Leonard and Mr. Dezember presented the resolution, explaining that the primary reason for the resolution is the change in wages for the field personnel due to approval of the Collective Bargaining Agreement for Field Operations Employees. In addition, the Janitor/Handy Person job description will be replaced with the Custodian/Groundskeeper job description, which will save funds from the previous contract landscaper.

**Vice President Huffman moved to approve Resolution 2025-26 2025 Authorized Positions and Salary Ranges, Rev 3. Director Hanberg seconded. All present voted in favor and the motion carried.**

**STAFF REPORTS:**

**Public Information Officer:** Matt Berglund was absent from the meeting, and Mr. Leonard reported regarding:

- Media interviews
- Upcoming events

**Comptroller/Treasurer:** Mr. Dezember expressed his appreciation for the Customer Service Department, and reported regarding:

- Salary ranges have been revised based in the Collective Bargaining Agreement, and retroactive pay will be calculated

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

- Main Canal flows
- Mainline repairs
- Endothall treatment
- Staffing update
- Stargrass harvesting joint project with the Benton Conservation District
- Off season project planning

**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, and Water Year Graph
- [noaa.gov](http://noaa.gov) - El Niño/Southern Oscillation Diagnostic Discussion (ENSO) (currently La Nina Watch)
- [weather.gov](http://weather.gov) - Local Temperature and Precipitation charts

Mr. Defoe also reported regarding:

- GIS staff restructuring
- Central Storage EIS

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

- Water rights, return flows, and carryover storage
- Recapture wells study update  
Soil profile in the Cascade Mountains
- YBIP Lower River Tour on August 26
- Stargrass hydrojetting project
- Chandler Electrification
- Wapato Project modeling and the use of sensor fish
- Upcoming meeting with the BPA

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

- Board Retreat review upcoming
- USBR staffing
- Amendments to the drought policy are anticipated in October

**WORKSHOP:** None

President Rathbun called for a motion to adjourn.

**Vice President Huffman moved to adjourn at 10:11 a.m. Director Hanberg seconded. All present voted in favor and the motion carried.**

Attest:



Kirk Rathbun, Board President  
Minutes Approved November 4, 2025

Witness:



Shane Leonard, Board Secretary

Prepared by Lori Gibson