KENNEWICK IRRIGATION DISTRICT

Board of Directors Meeting

Tuesday, July 7, 2026, 9:00 a.m.
2015 S Ely St., Kennewick, and via Zoom

Minutes

President McKenzie called the meeting to order at 9:01 a.m. and Mr. Leonard called roll.

Directors:
David McKenzie, President
Gene Huffman, Vice President
Kirk Rathbun
Arland Ward
Griffin Hanberg

Other Persons Present:
John Crotty, Western Legal

Staff Present:
Shane Leonard, District Manager
Jason McShane, Assistant District Manager
Melissa Olheiser, Accounting Supervisor (Interim Comptroller/Treasurer)
Seth Defoe, Land and Water Resources Manager
Ben Woodard, Engineering and Operations Manager
Lori Gibson, Executive Administrative and HR Manager
Matthew Berglund, Public Information and Employee Engagement Coordinator
Daniel Tissell, Engineering Manager

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

BOARD REPORTS: None

CONSENT AGENDA: **Director Rathbun 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. Short Plat - PLN-T1-2026-00469 (404 Westcliffe Blvd)
2. Unit Lot Subdivision – ULS-2026-0004 (1707 W 19th Ave)
3. Pipeline Upsizing – BSP-2022-0017 (10th Ave & Columbia)
4. Minutes, KID Board Meeting, June 16, 2026
5. Minutes, KID Special Board Meeting, June 24, 2026
6. Minutes, KID Special Board Meeting, June 29, 2026
7. Vouchers/Warrant Approval

Accounts Payable:					
Check Numbers:					
	90984	through	91002	$ 9,212.74	
	91003	through	91067	$ 139,790.18	
Electronic Payments				$ 108,674.35	
					$ 257,677.27
Bank Drafts	AP			$ -	
Bank Drafts	FSA			$ -	
Bank Drafts	General			$ -	
					$ -
Total Accounts Payable					**$ 257,677.27**
Payroll:					
Direct Deposit		6/18/2026		$ 195,431.75	
Checks		None		$ -	
Total Payroll					**$ 195,431.75**

Voided Checks:			
	None	$ -	
			$ -
Total Disbursements			**$ 453,109.02**

PUBLIC COMMENTS: None

PRESENTATIONS: None

PUBLIC HEARING: None

ACTION ITEMS:
Unit Lot Subdivision – ULS-2026-0001 (2918 S Jean St): Mr. Tissell presented the item, explaining that Procedure 4.19 does not directly address unit lot subdivisions, which are a newer form of subdivision. He spoke about the need to approve a variance in the form of a pilot program for these types of subdivisions to allow for the fact that each building has a share of a common area (tract), and there is a shared maintenance and assessment structure. There was a discussion regarding how the assessments are apportioned and how foreclosure would be handled.

Director Rathbun moved to approve a variance to KID Procedure 4.19 to allow the proposed Unit Lot Subdivision ULS-2026-0001 – 2918 S Jean St – to utilize a single service connection located on Tract A and approve the Subdivision contingent upon the developer's compliance with KID's conditions of approval. Vice President Huffman seconded. All present voted in favor and the motion carried.

sUAS (Drone) Policy & Procedures: Mr. Tissell presented this item, explaining that this policy is for a Small Unmanned Aircraft System, or drone. He said primarily a drone would be an addition to our survey work. President McKenzie inquired as to liability insurance, and there was a brief discussion regarding risks. Mr. McShane said that there is information we can get from a drone that we could not afford to do otherwise. Mr. Tissell added that any drone purchase would be brought to the Board as a separate request.

Director Rathbun moved to approve Policy 4.24, Small Unmanned Aircraft Systems Program. Director Ward seconded. All present voted in favor and the motion carried.

RESOLUTIONS:
Resolution 2026-16 WaterSMART Drought Response Program: Drought Resiliency Projects for Fiscal Year 2027: Mr. Tissell presented the resolution. He explained that a previous version of this drought funding grant application was denied. He summarized the project elements. A brief discussion ensued regarding the timing of the application and any resulting award or denial.

Vice President Huffman moved to approve Resolution 2026-16 appointing Shane Leonard, District Manager, as authorized representative and signature authority in matters relating to the WaterSMART Drought Response Program: Drought Resiliency Projects for Fiscal Year 2027. Director Rathbun seconded. All present voted in favor and the motion carried.

Resolution 2026-17 Confirmation of Proclamation of Emergency and Authorization to Waive Competitive Bidding Process (Elliot Lake): Mr. Woodard presented the resolution, explaining that this resolution is confirmation of the Proclamation of Emergency to replace a pump motor for

Elliot Lake. Vice President Huffman inquired if we kept system components in reserve to prevent outages and Mr. Woodard spoke about the different types of systems we have in the District and the ability we have to keep limited equipment in inventory.

Vice President Huffman moved to approve Resolution 2026-17 Confirmation of Proclamation of Emergency and Authorization to Waive Competitive Bidding Process. Director Rathbun seconded. All present voted in favor and the motion carried.

Resolution 2026-18 Confirmation of Proclamation of Emergency and Authorization to Waive Competitive Bidding Process (PSA 208): Mr. Woodard presented the resolution, explaining that this equipment failure happened just prior to the holiday weekend, necessitating the Proclamation of Emergency.

Director Hanberg moved to approve Resolution 2026-18 Confirmation of Proclamation of Emergency and Authorization to Waive Competitive Bidding Process. Director Rathbun seconded. All present voted in favor and the motion carried.

Resolution 2026-19 Approving the Sale of Real Property, KID #s 9113, 9123, 9133, 9143, 9104, 9114, 9124, & 9115, Finley Properties: Mr. Defoe presented the resolution, explaining this memorializes the sale that already occurred. He summarized the background, authorization process, and sale price.

[Director Hanberg recused himself from voting on this resolution]

Director Rathbun moved to approve Resolution 2026-19, Approving the Sale of Real Property, KID #s 9113, 9123, 9133, 9143, 9104, 9114, 9124, & 9115, Finley Properties. Director Ward seconded. Directors McKenzie, Huffman, Rathbun, and Ward voted in favor and the motion carried.

STAFF REPORTS:
Public Information Officer: Mr. Berglund reported regarding:
- Department of Ecology Tour report
- Upcoming events including: Fun, Fit and Over 50 Presentation on July 8, Mock Water Rescue on July 28, National Night Out on August 4, Blood Drive on September 17, RiverFest on October 3, Delta High School Presentation on October 9

Engineering & Operations Manager: Mr. Woodard reported regarding:
- Water flow update
- Aquatic herbicide treatment update
- Southridge system outage
- Lower River 10-Year Plan and Wannawish Dam improvements

Interim Comptroller/Treasurer: Ms. Olheiser reported regarding:
- Excise Tax Audit report
- Foreclosures – currently 131
- Budget process

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 El Nino Advisory**)

Mr. Defoe also shared the following slides:
- WY26 Water Supply Forecast chart for July 1, 2026, TWSA Estimate (for May 21 through September 30)
- Yakima System Storage and Yakima River Hydrographs (Historical Comparison)

Mr. Defoe also reported regarding:
- SOAC meeting report
- Current TWSA 56%
- AI Policy draft
- GIS Intern

Assistant District Manager: Mr. McShane reported regarding:
- Integrated Plan 10-Year Plan
- Wannawish Dam improvements
- Prosser Dam and Chandler Electrification
- Hydrojetting Watergrass removal update
- McCall Road property closing on Friday
- Benton PUD and Bonneville Power meeting report

District Manager: Mr. Leonard reported regarding:
- Finley Property notice to Finley School District
- Family Farm Alliance interview
- Washington's Water Future Tri-Cities Regional Roundtable on August 3
- NWRA Western Water Seminar on August 4-6
- City of Richland Comprehensive Plan
- Budget process

WORKSHOP: None

<u>EXECUTIVE SESSION:</u> At 10:39 a.m., Mr. Leonard announced on behalf of the presiding officer that the board would go into executive session beginning at 10:45 a.m. to consider the minimum price at which real estate will be offered for sale or lease, pursuant to RCW 42.30.110(1)(c), and to review the performance of a public employee pursuant to RCW 42.30.110(1)(g), for approximately 60 minutes unless extended.

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

At 11:45 a.m. executive session was extended for 30 minutes.

At 12:15 p.m. executive session was extended for 45 minutes.

<u>OPEN SESSION:</u> At 1:00 p.m. open session resumed. There were no members of the public waiting on Zoom or in person.

<u>Director Rathbun moved to amend the agenda to add Action Item #3 Authorizing the Sale of City View Adjusted Parcel 1, Record of Survey No. 6195. Director Ward seconded. All present voted in favor and the motion carried.</u>

ACTION ITEM:
Authorizing the Sale of City View Adjusted Parcel 1, Record of Survey No. 6195: Mr. Defoe presented the item, explaining that Keene Junction, LLC, has offered to purchase property in City View lots 6-10, which is a portion of Adjusted Parcel 1, Record of Survey No. 6195. He spoke about the permitting period being extended several times by the Board, during which time the parties entered into negotiations to transition the lease agreement into a Purchase and Sale Agreement. He explained the offer amount and the financing.

Director Ward moved to authorize the sale of the surplus City View property (Adjusted Parcel 1, Record of Survey No. 6195) to Keene Junction, LLC, in the amount of $6,770,000, and authorize the Board President and Secretary/District Manager as signature authorities to execute the Real Estate Purchase and Sale Agreement with all terms and conditions contained therein. Director Rathbun seconded. All present voted in favor and the motion carried.

President McKenzie called for a motion to adjourn.

Director Ward moved to adjourn at 1:10 p.m. Director Rathbun seconded. All present voted in favor and the motion carried.

Attest:	Witness:
David McKenzie, Board President	Jason McShane, Board Assistant Secretary
Minutes Approved July 21, 2026	

Prepared by Lori Gibson