



**Minutes**

President Huffman called the meeting to order at 9:00 a.m. and Mr. Freeman called roll. Due to the COVID-19 office closure, participants were present remotely via the Zoom platform.

**Directors:**

Gene Huffman, President  
 Kirk Rathbun, Vice President  
 David McKenzie  
 Dean Dennis  
 Arland Ward (Absent)

**Staff Present:**

Charles Freeman, District Manager  
 Kipp Drummond, Comptroller/Treasurer  
 Jason McShane, Engineering/Operations Manager  
 Seth Defoe, Land and Water Resources Manager  
 Lynda Rosenbaum, Real Property Manager  
 Melissa Olheiser, Accounting Supervisor  
 Ben Woodard, Assistant Engineering/Ops Manager  
 Matt Berglund, Public Relations Coordinator  
 Teresa Horrocks, Customer Service  
 Doris Rakowski, Executive Assistant

**Other Persons Present:**

John Crotty, Western Legal  
 Three members of the public

**Director Dennis moved to excuse Director Ward’s absence. Vice President Rathbun seconded the motion. All present voted in favor and the motion carried.**

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

**CONSENT AGENDA: Director Dennis moved to approve the consent agenda. Director McKenzie seconded the motion. All present voted in favor and the motion carried.**

Items on the consent agenda were:

1. Minutes, KID Board Meeting, January 19, 2021
2. Final Plat 21-01: Southcliffe Ph. 5
3. Vouchers/Warrant Approval

**Accounts Payable:**

Numbers:

81750	through	81800	\$	55,026.83
81801	through	81801	\$	335,000.00
81802	through	81803	\$	737.13
81804	through	81808	\$	92,095.48
81809	through	81860	\$	1,140,259.62
Bank Drafts	FSA		\$	-
Bank Drafts	General		\$	-
Bank Drafts	AP		\$	128,921.44
<b>Total Accounts Payable</b>			<b>\$</b>	<b>1,752,040.50</b>

**Payroll:**

Numbers:

34304	through	34350	\$	15,117.09
Direct Deposit		1/20/2021	\$	155,951.55
<b>Total Payroll</b>			<b>\$</b>	<b>171,068.64</b>

**Voided Checks:**

None	\$	-
<b>Total VOID</b>	\$	-
<b>Total Disbursements</b>	\$	<b><u>1,923,109.14</u></b>

**PUBLIC COMMENTS:** None

**PRESENTATIONS:**

**Open Public Meetings Act Training:** Mr. McShane introduced the Open Public Meetings Act (OPMA) training. Mr. Crotty spoke briefly about remote meetings, pending OPMA legislation, and the intersection of the Public Records Act and the OPMA. The Washington State Attorney General video, "Open Public Meetings Act," was shown, fulfilling the elected official training required by RCW 42.30.205.

**PUBLIC HEARING:** None

**BOARD REPORTS:** None

**ACTION ITEMS:**

**Policy 2.38, Fiscal Policy, Revision 1:** Mr. Drummond presented proposed policy changes regarding use of internal reserve fund balances. He proposed changing the requirement for a General Irrigation Operating Reserve of at least 33% of the Operating Fund budgeted revenue, excluding the beginning fund balance and any significant one-time revenue, to a non-required target. He said unused fund balances in Board-created internal funds were available for the Board to use in the best interest of the District.

Board oversight and financial reporting were discussed. Mr. Drummond noted that while KID had several separate internal funds, the State Auditor considered all KID's internal funds a single fund.

**Vice President Rathbun moved to approve Policy 2.38 Fiscal Policy, Revision 1. Director Dennis seconded the motion. All present voted in favor and the motion carried.**

**Policy 2.11, Realty Reserve Fund, Revision 3:** Mr. Freeman presented staff's recommendation to make the established reserve floor of \$3,000,000 a goal, rather than a requirement. He noted that the Board had previously passed a decision to draw below the goal, and the revision would give the Board flexibility, and align the policy and board action.

**Director Dennis moved to approve revised Policy 2.11, Realty Reserve Fund, Revision 3, as amended. Director McKenzie seconded the motion. All present voted in favor and the motion carried.**

**RESOLUTIONS:**

**Resolution 2021-05, Adjusting 2020 Salary Ranges, and Resolution 2021-06, Adjusting 2021 Salary Ranges:** Mr. Drummond reviewed the January 19<sup>th</sup> Board action to raise the Board Secretary/District Manager's and Assistant Secretary Manager (Engineering/Operation Manager) salary ranges by 2%, to increase Mr. Freeman's salary to the new top of range effective November 2, 2020, and increase Mr. McShane's salary to the new top of range effective January 1, 2021. Because retroactive pay in 2020 would be needed for Mr. Freeman, Resolution 2021-05 would change his pay scale for 2020, and Resolution 2021-06 would change both pay scales for 2021.

**Director McKenzie moved to adopt Resolution 2021-05, 2020 Authorized Positions and Salary Range Revision III, and Resolution 2021-06, 2021 Authorized Positions and Salary Range Revision I. Vice President Rathbun seconded the motion. All present voted in favor and the motion carried.**

**STAFF REPORTS:**

**Finance Manager:** Mr. Drummond reported briefly regarding assessment billing progress.

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

- Status of on-going projects
- Integrated Plan meetings – February 10<sup>th</sup>
- Lower River Leadership Group meeting – February 4<sup>th</sup>
- Operations and Engineering Committee meeting to be scheduled

**Land & Water Resources Manager:** Mr. Defoe displayed and discussed web pages including:

- usbr.gov - Yakima River Five Reservoir Diagram and Water Year Graph
- noaa.gov – La Niña Advisory status, Three-Month Outlook maps, and Precipitation and Temperature graphs for the water year and the calendar year
- nracs.usda.gov – Snow water equivalent map

Mr. Defoe also reported regarding:

- River Operations meeting - February 4<sup>th</sup>
- Draft archeological resources survey and title transfer.

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

- Pending irrigation district election legislation
- February 24<sup>th</sup> special meeting agenda development
- Lorayne J project repayment

Mr. Freeman reported that Mr. Jeff Moore planned to address the Board about tumbleweeds against his fence along the canal road, but was unable to be heard during public comments and subsequently left the meeting. President Huffman requested that Mr. Moore be invited to put his comments in writing and address the Board at the next meeting.

**WORKSHOP:** None

**EXECUTIVE SESSION:** None

**Vice President Rathbun moved to adjourn at 10:05 a.m. Director Dennis seconded the motion. All present voted in favor and the motion carried.**

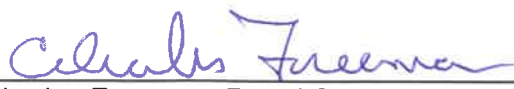
Attest:

Witness:



Gene Huffman, Board President

Minutes Approved February 16, 2021



Charles Freeman, Board Secretary

Prepared by Doris Rakowski