MINUTES
REGULAR BOARD MEETING – JANUARY 16, 2025
BOARD OF DIRECTORS
YAKIMA-TIETON IRRIGATION DISTRICT

The Board meeting was called to order by President Ron Smith at 12:00. Present were Directors Jason Bolin, Dan Keller, Jim Milton, Secretary-Manager Travis Okelberry, Assistant Manager Brian Boyd, H.R. Safety Manager Mandy Burkett, Project Coordinator Josh Akehurst and Administrative Assistant Laurie Beth Hood. Also present were Dewane Ashbrook, Frank Brewer with the City of Tieton, Andrew Sundquist and James Bonser. Norman Semanko of Parsons Behle & Latimer and Larry Martin of Halverson Northwest Law Group were present via zoom during the Executive session.

A motion was made by Director Milton, seconded by Director Bolin, and passed, to retain Ron Smith as President of the Board and Dan Keller as Vice President of the Board.

A motion was made by Director Milton, seconded by Director Bolin, and passed, to approve the following Organizational Consent Items:

a. Hire Travis Okelberry as Manager
b. Appoint Travis Okelberry as Board Secretary
c. Hire Brian Boyd as Assistant Manager
d. Appoint Travis Okelberry as Treasurer and Jody Araguz as Assistant Treasurer, with authority to invest funds.

A motion was made by Director Keller, seconded by Director Bolin, and passed, to approve the following Consent Items:

a. Approve January 16th, 2025 Board Meeting agenda
b. Review/Approve December 12th, 2024 regular Board Meeting minutes with requested change made in the Executive Session paragraph by naming Vice- President Keller called for the Executive Session in lieu of Ron Smith.
c. Payroll for December 2024 - **$116,879.30**

A motion was made by Director Milton, seconded by Director Keller, and passed, to approve attendance of Assistant Manager Boyd to go to the Irrigation Leader Magazine Conference on January 21st-23rd in Chandler, Arizona.

A motion was made by Director Milton, seconded by Director Keller, and passed, to approve the following water transfers:

| *SHARES TRANSFER* | *EXISTING SHARES* | *TRANSFERRED SHARES* | *RESULTING SHARES* |
|---|---|---|---|
| *FROM: 171422-41005 ANDREW E. & KATE SUNDQUIST* | *3.87* | *-3.37* | *0.50* |
| *TO: 171422-41006 SUNDQUIST FRUIT & COLD STORAGE* | *72.21* | *+3.37* | *75.58* |

| *SHARES TRANSFER* | *EXISTING SHARES* | *TRANSFERRED SHARES* | *RESULTING SHARES* |
|---|---|---|---|
| *FROM: 161413-11442 DEWANE L. & JEAN ASHBROOKS* | *7.75* | *-2.00* | *5.75* |
| *TO: 171420-21004 TOWN OF TIETON* | *25.51* | *+2.00* | *27.51* |

Water user James Bonser addressed the Board, questioning the "Main canal project revenue" expense in the 2025 assessments. Manager Okelberry, President Smith and Vice-President Keller answered his question in detail, citing the Preferred alternative studies which have encompassed many items, such as engineering, permitting, geo-technical and environmental impact studies.

A motion was made by Director Keller, seconded by Director Bolin, and passed to adopt the District by-laws as per RCS 87.30.115, with no changes.

A discussion regarding moving back the dates for both the April and July Board meetings from the 10th to the 17th, was tabled until the Executive Session, to obtain legal counsel on the matter.

Approval the regular bills (Item #8 on the agenda) was tabled until after Resolutions 1-7, 2025 were discussed.

The Manager informed the Board that a water user had asked him if YTID would cover losses to his farming operation due to the Rimrock Retreat Fire. The Manager informed him that he could pick up a Tort Claim Packet & Form to fill out at the YTID office.

A motion was made by Director Keller, seconded by Director Bolin, and passed, to approve the following Resolutions:

a. Resolution 2025-1: Establishing Office Staff Salaries for 2025
b. Resolution 2025-2: Increase District Rental Rate for District Property & Approve updated Residential Lease Agreement dated December 23, 2024
c. Resolution 2025-3: Amend Assessment Roll to Account for Frost Units
d. Resolution 2025-4: Hire Legal Counsel Norman Semanko of Parsons, Behle & Latimer Law Group as legal counsel and to continue working in coordination with Larry Martin at Halverson Northwest Law Group, until his retirement.
e. Resolution 2025-5: Purchase Vision Municipal Solutions Accounting Software in the amount of $20,280.00
f. Resolution 2025-6: Amend Tapani Inc. Contract and Approve Overage of $50,221.76.
g. Resolution 2025-7: Amend Jacobs Contract Task Order 21 - Approve Overage in the amount of $184,800.64 and Increase the NTE limit to $350.000.00.

A motion was made by Director Milton, seconded by Director Bolin, and passed, to approve the regular bills for December 2024 in the amount of $118,598.75.

A motion was made by Director Keller, seconded by Director Bolin, and passed to approve the special bills:

***(2024)***
(F) - for Fire

a. (F) CH2M/Jacobs $65,623.53
b. (F) ICI $227,230.98
c. Lowe (REC) $300.00
d. RH2 $2,727.02
e. RH2 $2,517.40
f. (F) Tapani $196,516.32
g. (F) Tapani $50,221.76
h. (F) Tapani $370,483.67
i. (F) Tri-Ply $209,917.00
j. (F) True North $60,891.55
k. (F) True North $60,891.55
l. (F) True North $60,891.55
m. (F) True North $60,891.55
n. (F) True North $63,646.86
**TOTAL: $1,432,750.74**

*(2025)*
o. MMA insurance broker $17,000.00
p. CIAW insurance $392,350.42
q. Cincinnati insurance $23,546.00
**TOTAL: $432,896.42**

The Manager gave an update to the December 2024 Budget report, outlining grant funding in comparison to retreat fire costs.

Mandy Burkett gave the H/R and Safety report:

a. The drug testing policy has been changed to require testing for at-fault injuries and accidents.
b. The safety manual has been updated, and these changes will be addressed with the crew members.
c. Kelly Choate has announced his retirement; therefore, Richard Lopez will be working with Kelly for the next month. Interviews for the spray tech position will begin the last week in January 2025.

O & M Projects with Brian Boyd:

1. The crew is currently doing projects and replacing valves around the District.
2. The canal patrolman is walking the canal weekly to check for evidence of slides or large rock fall.
3. Project Manager Akehurst has been working on the following:
    a. Chetu program for timecards and work orders via laptop/computer
    b. New YTID Website
    c. Online payment system
    d. Emergency Notification System
4. The L.N.I. variance approval for the Case Loader (for use in the canal) is still in the queue for processing.

Norman Semanko of Parsons Behle & Latimer and Larry Martin of Halverson Northwest Law Group joined the meeting via zoom at approximately 1:00 p.m.

At approximately 1:05 p.m., President Smith declared that the Board would go into Executive session per RCW 42.30.110 (l) (i) and RCW 42.30.110 (1) (b) to discuss legal and real estate matters with legal counsel representing the agency, matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. (iii) Litigation or legal risks of a personal action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency. The duration of this executive session would be ½ hour. The Executive session would be concluded or extended by public announcement at the conclusion in this half-hour period, which began at 1:05 p.m. At 1:35 the Executive session was extended by President Smith, via public announcement until 2:00 p.m. At 2:00 p.m., the Executive session was extended by President Smith via public announcement until 2:15 p.m. At 2:15 p.m. the Executive session was extended by President Smith via public announcement until 2:25 pm. The Executive session ended at approximately 2:25 p.m. Norman Semanko and Larry Martin left the zoom meeting at this time.

Manager Report with Travis Okelberry:

1. The Manager gave updates on both the Water Forecast and the SOAC Meeting. Precipitation at the five reservoirs for Jan.1 to date is 7.15 ", or 62% of average. Precipitation for the Water Year from Oct 1, 2024 to Jan. 09. 2025, is 89.15", or 83% of average.

2. The Retreat Fire update: Phase 2 – Post fire mitigation
    a) YBIP IC support letter to congressional delegates was discussed during the earlier Executive Session, per Manager Okelberry.
    b) Through the Burned Area Response program (BAR), YTID may be eligible for an additional $300,000 grant from the Bureau of Reclamation.
    c) The emergency mitigation workgroup composed of the ECY, BOR and Yakima County, will continue ongoing work to create an action plan in the event of a YTID emergency. In the near future steps will need to be taken to secure pumps and extra pipes for emergency use.
    d) The Manager has a meeting scheduled with Chad Stuart and David Denton of the BOR to discuss qualifications for EXM funding and other possible cost sharing opportunities.
    e) The Manager discussed the YTID/Retreat Task force initial meeting and plans.
    f) Fire Suppression System Prioritization: The discussion surrounding this issue was that a fire

g) suppression system prioritization should be a Yakima county issue.

3. Ongoing post fire concerns & Considerations:
   a) The Manager discussed obtaining Board approval to advertise for bids for materials and contracts to install an additional 3,000'cover on the lower half of the canal.
   b) The Manager discussed obtaining approval to purchase "emergency" pipe from Northwest Pipe in the amount of $506,000.00. Approval was previously granted.
   c) The Manager will receive a quote to retrofit the gates at the Headworks and Spillways as part of a canal "control system." This will enable YTID complete emergency canal control in addition to the recently installed monitoring instrumentation awaiting commissioning this spring.
   d) YTID is working to obtain quotes for debris fencing at multiple sites. Yakima County and NRCS EWP program may be funding sources to assist with 75% of the cost.
   e) YTID was awarded a 57K USGA grant that will be put towards the total cost of replacing the pedestrian footbridge at the diversion dam if a suitable partner can be found to cover the addition cost.
   f) CMP lining: Near the 3.8 bridge area, lining repairs will need to be done near the 3.8 bridge area, due to damage to that location.
   g) French Canyon concerns: Due to the Rimrock Retreat fire, the resulting landscape is such that a great deal of silt and debris could make its way into the dam due to run off. The Manager has asked the BOR's Safety of Dams to look at how we can mitigate possible damage to the French Canyon dam due to this issue.
   h) At MP 9.1 there is major erosion at the footings of the pipe bridge. Jacobs is currently collaborating with contractors and engineers to explore the best way to address the repair. Also, they are going to obtain quotes for the repair now, which will allow the work to be completed in the fall of 2025 when the canal is empty, pending Board approval.
4. Main Canal project: Phase 3
   a) The Manager met with Whitaker Construction and has determined that they are highly qualified to do a canal replacement project using concrete box culverts.
   b) Jacobs is developing estimates and schedules to define the costs of replacing the canal with Box culvert and/or retrofit pipe. They are also researching costs to have a full survey completed on the canal, which will provide potential Contractors the information necessary to provide YTID with cost estimates for installing these preferred alternatives.
5. Community engagements-
   a) The Manager met with the Senate Ag & NR Committee on 1-13-2025.
   b) The Manager will present at the annual RMEF (Rocky Mountain Elk Foundation) meeting in Ellensburg on 1-18-2025.
   c) The Manager is scheduled to present at the Yakima Sunrise Rotary Club on 02-26-2025.
6. Outreach with Water Users:
   a) The Manager discussed Water user outreach. After some discussion, it was determined that the best approach would be to have two separate meetings: One meeting would be used to address the larger growers and the second meeting would encompass the rest of the water users. The manager will look at some dates to hold these meetings in the near future.

Todd Hunziker of Jacobs gave a report to the Board:

1. The Retreat Fire Cashflow Sheet was reviewed and is being updated weekly, keeping track of grant/ loan funding and costs of repairs.
2. The French Canyon Dam raise project: The cost share ratios with Reclamation have changed from 50/50 split to a 40/60 split, with YTID taking on the larger share. Mr. Hunziker asked the Board if they wanted to proceed with this project or delay it until next year, due to extra costs from the retreat fire for YTID infrastructure repair. If YTID wishes to proceed, the job could be opened for bids this Spring. It was noted that this extra storage could possibly now be considered "fire mitigation." Due to this, the Board asked the Manager and Jacobs to speak to the BOR and see if YTID could possibly obtain additional funding for the Dam Raise project.
3. They will address this with the BOR and report back to the Board on this matter at the February Board meeting.
4. The Pipe Bridge MP9 pier is not in the waterway so it will be easier to obtain permitting to work there. There was some discussion as to the need to begin this work should YTID decide to begin work on the tunnel, as part of the Preferred Alternative plan.
5. The Dept. of Natural Resources has purchased 3 rain gauges and placed them in various locations around the canal. This was done at no cost to the district and will allow YTID to monitor debris fall in those areas.
6.

There being no further business, the meeting was adjourned at 4:00 p.m. by President Smith.

Ron Smith
RON SMITH, VICE - PRESIDENT

Travis Okelberry
TRAVIS OKELBERRY, SECRETARY-MANAGER

# YAKIMA-TIETON IRRIGATION DISTRICT
## JANUARY 2025

**Check No. 13358-13417, & EFT No. 7000151 - 7000170**

**PREVIOUSLY AUTHORIZED/ END OF MONTH BILLS**

| CHECK NO. | VENDOR NAME | DESCRIPTION | AMOUNT |
|---|---|---|---|
| 13358 | TAPANI INC. | CANAL COVER INSTALLATION | 617,221.75 |
| 13359 | TRI-PLY CONSTRUCTION, LLC | INSTALLATION OF NEW COVER | 209,917.00 |
| 13360 | TRUENORTH STEEL, INC. | FIRE - CANAL COVER | 307,213.06 |
| 13361 | CH2M HILL, INC | ENGINEERING SERVICES | 65,623.53 |
| 13362 | THE CINCINNATI INSURANCE CO | MACHINE & EQUIPMENT INSURANCE | 23,546.00 |
| 13363 | CITIES INSURANCE ASSOCIATION | CIAW INSURANCE RENEWAL | 392,350.42 |
| 13364 | INTERWEST CONSTRUCTION INC | FIRE - PIPE BRIDGE EXC. | 227,230.98 |
| 13365 | JOHN R. LOWE | REC LEGAL COALITION | 300.00 |
| 13366 | MARSHMCLENNAN AGENCY | PROP INS. BROKER | 17,000.00 |
| 13367 | RH2 ENGINEERING,INC | HYDROS | 5,244.42 |
| | | **SUBTOTAL SPECIAL APPROVED FROM 01/16/2025:** | **$ 1,865,647.16** |
| 13368 | VALLEY TITLE GUARANTEE | SUNDQUIST/SUNDQUIST WTR TNSF | 379.05 |
| 13369 | VALLEY TITLE GUARANTEE | ASHBROOKS/CITY TIETON WTR TNFR | 379.05 |
| 13370 | AT&T MOBILITY | HEADGATES/ SIM FOR ROUTER | 22.49 |
| 13371 | LABORERS LOCAL #348 | JANUARY 2025 EE UNION DUES | 855.00 |
| 13372 | PACIFIC POWER | JANUARY 2025 POWER BILL | 10,814.24 |
| 13373 | PARSEC COMPUTER CORPORATION | TELEPHONES | 1,414.78 |
| 13374 | SOLARITY CREDIT UNION | K. CHOATE MONTHLY DEPOSIT | 100.00 |
| 13375 | U. S. CELLULAR | CELL PHONES/ TABLETS/ VEHICLE GPS | 1,187.14 |
| | | **SUBTOTAL END OF MONTH BILLS:** | **$ 15,151.75** |

**REGULAR BILLS**

| CHECK NO. | VENDOR NAME | DESCRIPTION | AMOUNT |
|---|---|---|---|
| 13376 | INVISIBLE INK CORPORATION | NEW WEB SITE | 2,820.00 |
| 13377 | NC MACHINERY - HARNISH LOCKBOX | ATTACHMENT FOR DIGGING | 1,560.00 |
| 13378 | ACE/ROY'S HARDWARE | SMALL TOOLS & SUPPLIES | 152.12 |
| 13379 | BENTON RURAL ELECTRIC ASSN. | MONTHLY POWER EXPENSE | 39.33 |
| 13380 | BIG STATE INDUSTRIAL SUPPLY | SHOP SUPPLIES | 657.85 |
| 13381 | BRIAN BOYD | MILEAGE RMBST FOR TRAINING | 310.88 |
| 13382 | BURROWS TRACTOR | WATER PUMP CONTROL | 36.47 |
| 13383 | CENTRAL VALLEY SOFTWARE | OFFICE DATA & EQUIP EXPENSE | 3,000.00 |
| 13384 | CH2M HILL, INC | ENGINEERING SERVICES | 5,416.45 |
| 13385 | CINTAS CORPORATION #605 | RUGS/ SHOP TOWELS/ SUPPLIES | 195.98 |
| 13386 | COMPU-TECH, INC | HOSTING FEE/OPERATION ASSIST | 1,295.50 |
| 13387 | FIAMO OCCUATIONAL MEDICINE | HUMAN RESOURCE/ SAFETY TESTING | 365.00 |
| 13388 | FOOTHILLS IRRIGATION | SUPPLIES FOR BLDG WOOD RACK | 33.80 |
| 13389 | H.D. FOWLER COMPANY INC | ICE MELT | 105.60 |
| 13390 | GREATLAND CRANE INSPECTION | ANNUAL CRANE INSPECTION | 1,075.00 |
| 13391 | GUARDIAN SECUTIY SYSTEMS, INC. | BUILDING SECURITY | 259.20 |
| 13392 | HALVERSON NORTHWEST LAW GROUP | LEGAL COUNSEL | 1,729.20 |
| 13393 | HELLIESEN LUMBER&SUPPLY CO,INC | RIMROCK RETREAT TOOLS/SUPPLIES | 1,617.04 |
| 13394 | INTERSTATE ALL BATTERY CENTER | BATTERIES FOR TELEMETRY | 874.41 |
| 13395 | JOHN R. LOWE | ASSOCIATION DUES | 300.00 |
| 13396 | MENKE, JACKSON & BEYERS | LEGAL FEES | 3,657.60 |
| 13397 | MORTON'S SUPPLY, INC | FOUR WHEELER TRAILER SUPPLIES | 49.22 |
| 13398 | NATIONAL INDUSTRIAL & SAFETY S | SAFETY SUPPLIES | 315.46 |
| 13399 | NORTHWEST HYDROELECTRIC ASSOC | ASSOCIATION DUES | 915.00 |
| 13400 | ONE CALL CONCEPTS, INC | EMERGENCY LOCATES | 122.12 |
| 13401 | O'REILLY AUTO PARTS | EQUIPMENT REPAIRS | 541.46 |
| 13402 | OXARC, INC | BOTTLE RENTAL | 43.20 |
| 13403 | PARSEC COMPUTER CORPORATION | IT SOFTWARE SUPPORT | 703.49 |
| 13404 | POULIN'S INC. | HONDA RINCON PARTS | 53.75 |
| 13405 | THE PRINT GUYS | ADDRESS LABELS | 250.31 |
| 13406 | QUILL CORPORATION | OFFICE SUPPLIES | 237.55 |
| 13407 | SIX ROBBLEES' INC | SUPPLIES | 359.51 |
| 13408 | TRAVELERS | BOARD POLICY #0107986628S | 100.00 |
| 13409 | TRI-STATE SUPPLY CO | PACKING FOR PUMPS | 107.22 |
| 13410 | VERIZON | TELEMETRY | 156.12 |
| 13411 | WEAVER DISTRIBUTING | SHOP SUPPLIES | 272.00 |
| 13412 | XEROX CORPORATION | JANUARY 2025 PRINTER READS | 164.72 |
| 13413 | YAKIMA BINDERY | FOR DEPOSIT ONLY STAMP | 30.05 |
| 13414 | YAKIMA COUNTY GIS | DECEMBER 2024 MONTHLY GIS | 85.00 |
| 13415 | YAKIMA COUNTY TREASURER | 2025 PROPERTY TAXES | 88.70 |
| 13416 | YAKIMA-HERALD REPUBLIC | BOARD OF EQUAL. PUBLICATION | 82.80 |
| 13417 | YAKIMA VALLEY UTILITY COOR COU | 2025 ANNUAL DUES | 120.00 |
| | | **SUBTOTAL REGULAR BILLS:** | **$ 30,299.11** |

**ELECTRONIC FUND TRANSFERS (EFT)**

| CHECK NO. | VENDOR NAME | DESCRIPTION | AMOUNT |
|---|---|---|---|
| 7000151 | AFLAC | JANUARY 2025 AFLAC EE PREMIUMS | 503.49 |
| 7000152 | CENTURYLINK | PHONES | 143.52 |
| 7000153 | CENTURYLINK | PHONES | 346.54 |
| 7000154 | CENTURY LINK | PHONES | 162.38 |
| 7000155 | CHETU INC. | JANUARY 2025 CHETU INVOICING | 5,184.00 |
| 7000156 | Christensen, Inc | FUEL | 7,891.56 |
| 7000157 | CONVERGE - ELAVON | MONTHLY CREDIT CARD FEES | 31.41 |

| CHECK NO. | VENDOR NAME | DESCRIPTION | AMOUNT |
|---|---|---|---|
| 7000158 | DEPART OF RETIREMENT SYSTEMS | JANUARY ROTH PAYMENTS | 20,830.99 |
| 7000159 | DEPT OF SOCIAL & HEALTH SERV | JANUARY CHILD SUPPORT PAYMENTS | 62.00 |
| 7000160 | EMPLOYMENT SECURITY DEPARTMENT | 2025 Q1 WA CARES PREMIUMS | 4,323.98 |
| 7000161 | INTERNAL REVENUE SERVICE | JANUARY IRS PAYMENTS | 28,772.51 |
| 7000162 | LABOR & INDUSTRIES | 2025 Q1 L&I PREMIUMS | 6,966.02 |
| 7000163 | NORTHWEST LABORERS | JANUARY CREW MEDICAL PREMIUMS | 15,900.00 |
| 7000164 | NORTHWEST LABORERS | JANUARY OFFICE MEDICAL PREMIUMS | 6,546.00 |
| 7000165 | PITNEY BOWES | Q1 2025 POSTAGE LEASE | 355.20 |
| 7000166 | US BANK TREASURY DIVISION | MONTHLY SAFEKEEPING FEE | 28.00 |
| 7000167 | VISA-U S BANK | JANUARY CREDIT CARD RECONCILIATION | 4,319.02 |
| 7000168 | WHOLESAIL NETWORKS | JANUARY INTERNET SERVICE | 550.00 |
| 7000169 | YAKIMA CLEAN TEAM LLC | JANUARY JANITORIAL SERVICE | 585.00 |
| 7000170 | YAKIMA WASTE SYSTEMS,INC | JANUARY GARBAGE SERVICES | 130.61 |
| | | **SUBTOTAL EFTS:** | **$ 103,632.23** |
| | | **TOTAL - REGULAR BILLS & EFTs:** | **$ 133,931.34** |
| | | **TOTAL BILL AMOUNT FOR MONTH:** | **$ 2,014,730.25** |
| | | **LESS: PREVIOUSLY AUTHORIZED** | **$ 1,865,647.16** |
| | | **TOTAL REGULAR BILLS & EFTs FOR APPROVAL:** | **$ 149,083.09** |