MINUTES
REGULAR BOARD MEETING – FEBRUARY 15, 2024
BOARD OF DIRECTORS
YAKIMA-TIETON IRRIGATION DISTRICT

The Board meeting was called to order by President Ron Smith at 12:00 p.m. Present were Directors Andy Judd, Jim Milton, Chuck Turner, Secretary-Manager Travis Okelberry, Rick Dieker, Assistant Manager Brian Boyd, H.R./Safety Program Manager Mandy Burkett, Project Coordinator Josh Akehurst, and Administrative Assistant Laurie Beth Hood. Also present at the meeting was Todd Hunziker of CH2M Hill, Larry Martin of Halverson Northwest Law Group and Chad Stuart of USBR and Walt Larrick, Consultant Biologist, via zoom.

Ian Brownlee attended the meeting as a visitor. Mr. Brownlee requested to purchase a share of water to place on his property, located in System 2, from a water user in a different system. Mr. Brownlee does not have any water shares currently on his property. Mr. Brownlee was informed that System 2 has a moratorium placed on it for adding shares from other systems within the District. Therefore, Assistant Manager Boyd is assisting Mr. Brownlee in researching possible water users in System 2 who could be willing to sell a share to Mr. Brownlee, which would be allowable. Mr. Brownlee left the meeting at approximately 12:30 p.m.

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

1. Approve agenda.
2. Approve Jan. 11th, 2024 - Board Meeting Minutes
3. Payroll for Jan 2024
4. CSNW (Cowiche Hydro upgrade – Nov. 2023) - $10,043.24
5. CSNW (Cowiche Hydro upgrade – Dec. 2023) - $29,176.46
6. RH2 (Cowiche Hydro upgrade – 2024) – NTE $70,671.00
7. RH2 (General Telemetry services – 2024) NTE $20,000.00
8. Defense Coalition - $15,125.00
9. Yakima Basin Joint Board - $43,000.00
10. Other

A motion was made by Director Turner, seconded by Director Judd, and passed, to approve payment of the regular bills for January 2024 in the amount of $59,517.09.

A motion was made by Director Turner, seconded by Director Milton, and passed, to approve payment of the special bills:

1. Jacob's Task Orders 17 & 18: Total of $113,146.49
   a. Dec. 2023 - $72,433.90
   b. Jan. 2024 - $40,712.59

2. Worthington Products (Log Boom) - $30,834.00

There were no Water Share or Frost Unit Transfers to report.

A motion was made by Director Judd, seconded by Director Turner, and passed, to approve Resolution 2024-4 and 2024-3, amending the Yakima Tieton Irrigation District Toll and Charge Roll.

A motion was made by Director Turner, seconded by Director Milton, and passed, to approve Resolution 2024-4 to amend the January 2021 board meeting minutes to reflect the correct salaries of the office staff, as verified through payroll records, and to rectify any discrepancies identified during the state audit.

A motion was made by Director Turner, seconded by Director Milton, and passed, to approve Resolution 2024-5, recognizing district employees Chris Fite and Basilio Gomez for innovations in the workplace.

A motion was made by Director Turner, seconded by Director Judd, and passed, to approve Resolution 2024-6 to modify the YTID office hours: 7:30 am – to 4:30 pm.

Chad Stuart of USBR gave a report to the Board regarding the 2024 water forecast, their operations, and their staffing.

A. The Bureau is predicting that water storage will be at about 70% of average for the start of the 2024 season.
B. Mr. Stuart also stated that the Bureau has some challenges regarding the YTID proposed N.F.C.C.R. project. The Bureau of Reclamation would be required to take ownership of this project and would be responsible for covering O & M costs. Due to these O & M costs of pumping water up to said reservoir, this project has potential challenges. Mr. Stuart also added that due to current staffing levels at USBR, it would be an additional challenge for them in supporting this project. Also, beneficiaries will have to be included in paying for O&M. YTID Manager highlighted district's willingness to contract services for O&M support.
C. Mr. Stuart also discussed the current proposal by USBR for the Endangered Species Act - Biological Assessment flows. The current proposal is as follows: USBR would release 12,400 acre feet of shapable water, to be used by SOAC, in April & May regardless of proration levels. This is merely an informal proposal at this stage. A formal draft should be completed by mid- March 2024 for District review. Chad also shared the potential for USBR to lease water for this proposal.
D. Chad Stuart left the meeting at approximately 1:30 p.m.

At approximately 1:30 p.m., President Smith declared that the Board would go into Executive session per RCW 42.30.110 (i) to discuss 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 1:30 p.m. The Executive session ended at approximately 2:00 p.m. and Larry Martin of Halverson Northwest Law Group left the meeting at this time.

The Manager and Todd Hunziker gave an update on the Tieton River Restoration & Water Supply Reliability Project:

The preferred alternative from the Appraisal Study is the Gravity Tunnel and NFCCR: A two-phase project - Water Conveyance (phase 1) and Water Storage (phase 2). YTID requested project inclusion and support from YBIP - (both financial and political) through the Adaptive Management Process. Funding for Phase 1 was estimated $80 to $100 Million YTID, and up to $100 million through YBIP. YBIP shared concerns for inclusion and support from Stakeholders for $100 million in a gravity tunnel (water conveyance) without some assurance that the NFCCR site was available and feasible. Discussion on how to minimize site risks were identified and Department of Ecology offered to help fund studies for the following concerns:

1. Study the water right question. How to fill it?
2. Study the property acquisition risks.
3. Geotechnical, site suitability.
4. Cultural resource issues.
5. Biological benefits.

In response to these five risks/questions, the Manager recapped what the District has done to date in addressing these concerns:

1) To address the water right question, the Manager has planned a water rights meeting with USBR/DOE/Legal on Friday, February 16th.

2) A The Manager has been in contact with the current owner of the property in question that would need to be procured for the NFCCR project, and will be meeting with them on Friday, February 16th. Discussions and contact with the property owner are ongoing.
3) On the question of Geo-technical site suitability, there is some useful information already available.
4) The District already had a meeting with the Bureau of Reclamation in regard to the possible cultural impacts of the project. Todd Hunziker of CH2M will provide additional information on possible cultural impacts of the NFCCR as part of Task Order 17. Mr. Hunziker will be able to draw information from archeological work already completed when French Canyon Dam was originally built.
5) As far as biological benefits are concerned, the NFCCR could possibly double the current water available for fish pulse flows.

For the next steps in looking at the Alternatives, YTID has procured an estimate from Whitaker Construction that shows it would cost approximately 67 million to install Box Culvert on the upper end of the canal. Tapani will also be on site this week to give YTID a second estimate for this same job.

The Manager gave an update on the French Canyon Reservoir (5 ft raise) : An updated estimate was provided to the Board. Yakima County has informed CH2M that a "Shoreline Conditional Use Permit" will be required as well as an ecology review and site meeting. In short, the whole permit process could take up to 4-6 months to complete in full. The Board was notified that there will be a public response portion in this permitting process that could possibly delay the timeline for the start of construction this year. Due to this being a low-risk prospect, it was the consensus of the Board that CH2M begin this permit process ASAP.

H/R/ Safety Program Manager Burkett gave a report to the Board on the following items:

a. YTID recognized two crew members, Basilio Gomez and Chris Fite, who both used ingenuity in developing an innovative solution for building fiberglass turnout tubs in-house, resulting in substantial savings for the District.
b. Jody Araguz, the new Assistant Treasurer/Bookkeeper was introduced to the Board. Efren Lucatero has been promoted to spray technician and Chris Fite was promoted to the Operator position. YTID has a Maintenance crew position open, and the position has been posted.
c. Mandy is still working through the new HR Software.
d. The Safety Committee is updating the safety manual, and we are currently scanning resolutions to put together a District policy book.
e. There was a reminder given of Rick's retirement party on February 16th at noon.

A motion was made by Director Milton, seconded by Director Judd, and passed, to approve ordering new tables and chairs for the current Board meeting room, as well as chairs for the table in the front office.

Assistant Manager Boyd and Project Coordinator Akehurst gave an update on the O & M of the District. The following issues were discussed:

a. Pipeline repair and maintenance.
    1. Completed work upgrading the PRV's and bypass valves.
    2. Repairing and replacing three poles for heated air vents
    3. Finishing up installation of new deliveries.
b. Pumps & Hydros
    1. New controls are being installed at Cowiche Hydro
    2. Installed new brushes in both Hydro Generators.
c. Canal
    1. Continuing to run out canal weekly
    2. New controls for automation of the radial gate
    3. Replacing the fish screens level transmitter and communications equipment damaged during a lightning storm last summer. USBR to cost share on repairs.
d. Office
    1. Continuing to review the EAP.
    2. Workorder system/Timecard system is going to be rolled out in March.

The Manager gave a report to the board on the following items:

a. Update on grants (Appraisal study, French Canyon). Up to date with DOE. Working on USBR.
b. WSWRA Tri - state meeting report
c. Transition plan update. The Transition to the new Manager is going as planned and they are on track.
d. State audit update. Some items noted, no findings at this time.
e. YTID EAP review with staff and Rick
f. NWRA Policy Conference in DC in April – Travis will not be attending the conference this year.
g. Follow up tax withholding for Director compensation.
h. Budget report – YTID received a late bill from the Auditor office.

A motion was made by Director Milton, seconded by Director Judd to approve the following special bill:

1. State Auditor Office - $19,404.45

A motion was made by Director Milton, seconded by Director Judd, and passed, to approve Jody Araguz to have authority to invest funds as Assistant Treasurer.

Under other business, it was the consensus of the Board that YTID will hire a sub-contractor if necessary to elevate the trash rack and remove part of the old concrete lining at the end of this year as part of the French Canyon Dam Raise project. YTID crew members will do the work for the turnout construction for the Cowiche Creek supplementation.

A motion was made by Director Milton, seconded by Director Judd, and passed, to approve attendance of HR/Safety Program Manager Burkett to the SHRM conference on March 14th.

There being no further business, the meeting was adjourned at 3:30 p.m. by President Smith.

RON SMITH, PRESIDENT

TRAVIS OKELBERRY, SECRETARY-MANAGER

YAKIMA-TIETON IRRIGATION DISTRICT
FEBRUARY 2025

Check No. 13418 - 13473, & EFT No. 7000171 - 7000188

PREVIOUSLY AUTHORIZED/ END OF MONTH BILLS

CHECK NO.	VENDOR NAME	DESCRIPTION	AMOUNT
13418	EVERBRIDGE, INC.	FIRE - PHONE NOTIFICATION SYSTEM	5,800.00
13419	TRI-PLY CONSTRUCTION, LLC	FIRE - CANAL COVER INSTALLATION	75,227.96
13420	TRUENORTH STEEL, INC.	FIRE - NEW CANAL COVER	367,556.46
13421	CH2M HILL, INC	FIRE - ENGINEERING SERVICES	35,760.80
13422	INTERWEST CONSTRUCTION INC	FIRE - EXCAVATION UNDER PIPEBRIDGES	164,635.66
13423	RH2 ENGINEERING,INC	HYDRO SCADA & WIN911	6,396.00
13424	YAKIMA BASIN JOINT BOARD	YBJB ASSOCIATION DUES	43,000.00
13425	YAKIMA RIVER BASIN COALITION	DEFENSE COALITION	15,125.00
		SUBTOTAL SPECIAL APPROVED FROM 02/13/2025:	**$ 713,501.88**
13426	GUARDIAN SECUTIY SYSTEMS, INC.	BUILDING SECURITY	259.20
13427	LABORERS LOCAL #348	JANUARY 2025 EE UNION DUES	943.00
13428	PACIFIC POWER	FEBRUARY 2025 POWER BILL	11,018.52
13429	PARSEC COMPUTER CORPORATION	PHONES	1,432.16
13430	SOLARITY CREDIT UNION	K. CHOATE MONTHLY DEPOSIT	100.00
13431	U. S. CELLULAR	VEHICLE GPS	1,180.14
13432	VERIZON	TELEMETRY	304.30
		SUBTOTAL END OF MONTH BILLS:	**$ 15,237.32**

REGULAR BILLS

CHECK NO.	VENDOR NAME	DESCRIPTION	AMOUNT
13433	AT&T MOBILITY	HEADGATES/ SIM FOR ROUTER	37.76
13434	INVISIBLE INK CORPORATION	YEARLY WEBSITE HOSTING	600.00
13435	NC MACHINERY - HARNISH LOCKBOX	Excavator Bucket and Truck 51 mirrors	4,535.68
13436	ACE/ROY'S HARDWARE	Supplies - hitch, paint, spill house	306.86
13437	AM BRANAM TOOLS, INC	SHOP #32	28.95
13438	BIG STATE INDUSTRIAL SUPPLY	SAFETY - HYDRATION	298.00
13439	CENTRAL PRE-MIX CONCRETE	5/8 MINUS FOR PROJECTS	1,487.17
13440	CH2M HILL, INC	ENGINEERING SERV/ DAM RAISE	2,856.50
13441	CINTAS CORPORATION #605	RUGS/ SHOP TOWELS/ SUPPLIES	195.98
13442	CI INFORMATION MANAGEMENT	ANNUAL OFFICE PAPER SHRED	233.99
13443	EDGE CONSTRUCTION SUPPLY	SAFETY ITEMS	174.04
13444	H.D. FOWLER COMPANY INC	SHOP STOCK	1,020.75
13445	GRAINGER, INC	VALVES/SUPPLIES	1,605.58
13446	HALVERSON NORTHWEST LAW GROUP	LEGAL COUNSEL	2,420.82
13447	HBQ, INC.	5/8 MINUS FOR PROJECTS	1,770.55
13448	HORIZON DISTRIBUTION, INC	MUCK BOOTS FOR D. LANTZ	117.45
13449	HELLIESEN LUMBER&SUPPLY CO,INC	FIRE - SPILL WAY BUILDING	2,662.03
13450	INTERSTATE ALL BATTERY CENTER	Truck #1 battery, other batteries	368.14
13451	JOHN R. LOWE	REC - ASSOCIATION DUES	300.00
13452	MENKE, JACKSON & BEYERS	293 DELINQUENCY RE OROZCO	2,968.30
13453	ONE CALL CONCEPTS, INC	EMERGENCY LOCATES	136.32
13454	O'REILLY AUTO PARTS	Vehicle repairs - parts	569.71
13455	OXARC, INC	Shop supplies, bottle rental	252.84
13456	PARSEC COMPUTER CORPORATION	IT hosting, support, phones	1,885.46
13457	QUILL CORPORATION	OFFICE SUPPLIES	201.12
13458	THE REINALT-THOMAS CORPORATON	TIRES FOR TRUCK #57	1,258.11
13459	RH2 ENGINEERING,INC	EGINEERING SERVICE	4,036.45
13460	RUSSELL CRANE SERVICE, INC.	LOG BOOM CRANE service	2,246.40
13461	SAFELITE GLASS CORP	WINDOW REPAIR TRUCK #15	100.44
13462	SCHAFFER MANUFACTURING CO.	SHOP STOCK/ OIL	6,060.50
13463	SIX ROBBLEES' INC	BATTERY FOR VAC TRAILER	30.53
13464	STEINS HARDWARE	BLADES	12.34
13465	TIRE CENTERS, INC.	CAR TRAILER FLAT REPAIR	23.76
13466	WEAVER DISTRIBUTING	SUPPLIES/ NUTS/ WASHERS	19.30
13467	WESTERN MATERIALS INC	FIRE - SPILL WAY ROOF	409.16
13468	XEROX CORPORATION	JANUARY 2025 PRINTER READS	217.61
13469	YAKIMA COUNTY GIS	JANUARY 2025 MONTHLY GIS	95.00
13470	YAKIMA COUNTY AUDITOR	SCENIC DRIVE ASSOCIATION I	307.50
13471	FIAMO OCCUATIONAL MEDICINE	DRUG SCREENS	160.00
13472	VERIZON	TELEMETRY	194.50
13473	COMPU-TECH, INC	HOSTING FEE/OPERATION ASSIST	515.00
		SUBTOTAL REGULAR BILLS:	**$ 42,720.60**

ELECTRONIC FUND TRANSFERS (EFT)

CHECK NO.	VENDOR NAME	DESCRIPTION	AMOUNT
7000171	AFLAC	FEBRUARY 2025 AFLAC EE PREMIUM	503.49
7000172	CENTURYLINK	PHONES	143.52
7000173	CENTURYLINK	PHONES	346.46
7000174	CENTURY LINK	PHONES	162.38
7000175	CHETU INC.	FEBRUARY 2025 CHETU INVOICING	5,184.00
7000176	Christensen, Inc	FUEL	3,398.49
7000177	CONVERGE - ELAVON	MONTHLY CREDIT CARD FEE	31.41
7000178	DEPARTMENT OF LICENSING	BACKGROUND CHECK HR	15.00
7000179	DEPART OF RETIREMENT SYSTEMS	FEBRUARY ROTH PAYMENTS	20,434.48
7000180	DEPT OF SOCIAL & HEALTH SERV	FEBRUARY CHILD SUPPORT PAYMENTS	62.00
7000181	INTERNAL REVENUE SERVICE	FEBRUARY IRS PAYMENTS	27,203.54
7000182	NORTHWEST LABORERS	FEBRUARY CREW MEDICAL PREMIUMS	16,960.00

CHECK NO.	VENDOR NAME	DESCRIPTION	AMOUNT
7000183	NORTHWEST LABORERS	FEBRUARY OFFICE MEDICAL PREMIUMS	6,546.00
7000184	US BANK TREASURY DIVISION	MONTHLY SAFEKEEPING FEE	28.00
7000185	VISA-U S BANK	FEBRUARY CREDIT CARD RECONCILIATION	3,113.11
7000186	WHOLESAIL NETWORKS	FEBRUARY INTERNET SERVICE	550.00
7000187	YAKIMA CLEAN TEAM LLC	FEBRUARY JANITORIAL SERVICES	585.00
7000188	YAKIMA WASTE SYSTEMS,INC	FEBRUARY GARBAGE SERVICES	131.77
		SUBTOTAL EFTS:	**$ 85,398.65**
		TOTAL - REGULAR BILLS & EFTs:	**$ 128,119.25**
		TOTAL BILL AMOUNT FOR MONTH:	**$ 856,858.45**
		LESS: PREVIOUSLY AUTHORIZED	**$ 713,501.88**
		TOTAL REGULAR BILLS & EFTs FOR APPROVAL:	**$ 143,356.57**