MINUTES
REGULAR BOARD MEETING – JULY 17, 2025
BOARD OF DIRECTORS
YAKIMA-TIETON IRRIGATION DISTRICT

The Board meeting was called to order by President Smith at approximately at 12:05. Present were Directors Jason Bolin (via zoom), Jim Milton, Secretary-Manager Travis Okelberry, Assistant Manager Brian Boyd, H.R. Safety Manager Mandy Burkett, Project Coordinator Josh Akehurst, Administrative Assistant Laurie Beth Hood, Norman Semanko of Parsons Behle & Latimer (via zoom), Nancy Twineham of CLA (via zoom) and Todd Hunziker of Jacobs. (Todd entered the meeting at approximately 12:55 p.m.)

There were no public comments.

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

a. Approve July 17, 2025 Board Meeting Agenda
b. Review/Approve June 12, 2025 Regular Board Meeting Minutes
c. Payroll for June 2025 - $134,307.96

A motion was made by Director Milton, seconded by Director Bolin, and passed, to approve the regular bills for June 2025 in the amount of $241,459.89.

The Manager reported on the monthly budget. We are currently over budget on one line item, the Rimrock retreat fire.

The Manager reported on the FEMA Hazard Mitigation plan and shared that the process is still ongoing. There have been several outreach events that did not require YTID participation. Outreach events included Yakima County, the City of Tieton and The Fire District.

The Hazard Mitigation survey link has been placed on the website for the FEMA Hazard Mitigation Plan.

Mandy Burkett gave the H/R and Safety report:

a. Safety – safety committee report/updates
    1. There are no safety issues to report this month.
    2. Due to the annual fire inspection, YTID has been required to get a KNOX box for the district office and shops.
    3. After review, the attorney's office sent the employee manual back to our office. Mandy will adopt any changes according to the attorney's comments and get the manual ready to go out to the crew.

Assistant Manager and Project Coordinator report:

a. Maintenance activities: The crew is currently adding new water deliveries per customer requests, doing maintenance on turnouts which includes the following: flushing screens, refreshing the node markers and weed eating around turnouts.
b. There have been over 2000 leaks so far this summer up in the main canal. Crews have made repairs to a significant number of leaks using the product "spec plug".
c. Storm is working with Point & Pay to finish up the customer on-line payment option and should go live as of August 1, 2025.
d. Chetu program update: Crew members are currently using the new electronic timecards system. Currently it is being investigated how to best integrate Chetu with Vision. They are looking into the possibility of using a CSV file to deliver timecard information directly from Chetu into Vision. The Chetu work order system is next on the agenda to get running.

e. Rubicon Flow stations: All the Rubicon flow stations are up and running except for one, due to where it is located. This location will need to have an external antenna installed to work properly and this work should be completed soon.

f. Headgates: Staff reported that the sensors at the fish screens are not working properly, and they are investigating as to why.

Nancy Twineham of CLA gave an update on the Vision software upgrade. CLA will be meeting with Triple View and obtaining training sessions on the Vision software. The goal is to have Vision ready to complete a test run at the next pay period. CLA has been doing the Accounts Payable, as well as putting together a statement/segregation of work duties and office processes for when YTID hires for the Assistant Treasurer position.

Todd Hunziker's report was tabled until after he arrived at the meeting.

Manager Report with Travis Okelberry:

1. River Ops/TWSA Water Forecast and SOAC report- The proration rate dropped to 42% on 07-14-2025.The total storage as of July 12, was the lowest volume recorded from 1971-2024 at 559kAF. This is on top of a zero-precipitation water forecast through the end of September, with above normal temps and below normal precipitation.
2. The Manager reported that there was a correction made to the annual union employee insurance contribution for payroll in the amount of $2.15.
3. At the June Board Meeting, a motion was made to allow the Manager to obtain RFP for the Main Canal project. The Manager reported on the RFQ for engineering design for the canal replacement. The Manager had 2 engineering firms, and one contractor attend the Retreat Fire Anniversary Tour that was held on July 22, 2025. Travis will notify consultants that interviews will be scheduled for August 19th and that the proposals are due on August 21, 2025. The Manager asked if the Board members wanted to hold a special Board meeting on either August 22 or 23rd to select a contractor or add this to the agenda at the regular board meeting scheduled for August 14th. It was the consensus of the Board that a special Board meeting be arranged to select the contractor.
4. The new DNR Commissioner of Public Lands, Dave Upthegrove, is set to visit on July 22, 2025 to attend the Retreat Fire Anniversary Tour. (9:00 a.m. – 1:30 p.m.) A schedule of this day's events was provided to the Board.
5. The new BOR Acting Regional Director, Rolland Springer, is scheduled to visit the District on September 11, 2025 and will tour the canal with the Manager. The monthly Board meeting is scheduled for that same day.
6. Retreat Fire update:

    a. Funding update: the following entities have provided recent grants/funding to the District:
        a. Dept of Ecology - $150K
        b. Yakima Conservation District $100K
        c. Department of Commerce - $316,896.00
    b. Emergency response planning: YTID is looking at future "what ifs" with the canal and planning for potential canal failure scenarios or a tunnel collapse. Discussions to implement an emergency plan to minimize water delivery disruptions while repairs are underway. The hope is to identify where YTID would be able to obtain materials in a timely manner, hire contractors for the design/install and fast-track the permitting process should the need arise. To have a contractor on standby for such emergencies, I.C.I. was asked if they could drop what they were working on to fix any potential failure issues the District may experience and we were informed they could. There was also some discussion to determine if there is a need to order one more pipe bridge to have two in inventory, as it takes 6 weeks at least to get the pipe bridges ordered, fabricated and coated. No decision was made as the other locations are on the lower half and could be abandoned if a gravity tunnel becomes feasible.
    c. TriPly Construction invoices: Upon inspection of the invoices received from Tri-Ply, it was determined that items within their billing had the potential to trigger an "audit" finding. Receipts were not provided from various businesses, food and clothing items charged on the billings. Tri-Ply Construction has been asked to provide receipts for these specific items so they can be attributed to the work completed. In addition, tools were purchased that were not provided to YTID upon completion of the job.
    d. At the June Board meeting, a motion was made to allow the manager to release an RFP for repairs required at the MP 9.1 pipe bridge. At the July 17th meeting, the Board declared an "emergency" at this location, which will allow the District to complete a temporary fix of

e. these footings until the permanent replacement of the footings can be completed in 2026. This action was taken because Jacob's primary focus is on the Main canal design at this time. The temporary repair (using shot-crete) could be completed at the same time as the debris fencing install this fall. It just so happens that the District will be able to use the helicopter needed for the debris fence install to deliver equipment and supplies for this temporary fix at MP 9.1. In 2026, the RFP will be released, necessary permits obtained, and contract obtained to complete the permanent replacement of these footings.

7. Main canal replacement project:

a. Funding: Travis sent the Board members a copy of the Cover letter, Scope of Work, additional applicant notes, as well as two letters of support from Borton and Evans Fruit, that will accompany the EXM funding application being submitted on the due date Friday, July 18th. The Manager will ask for $240 million.
b. The House Committee on Energy and Water Development adopted language in their report specifically for funding and support of YTID's main canal and encouraged Reclamation to act "expeditiously." There may be funds available soon through the One Big Beautiful Bill initiative, recently passed by Congress.
c. The district target date for the canal replacement will be the end of water season in 2026.
d. The Manager will continue to speak to growers and water users once all State and Federal funding sources have been secured. At that point, the district will have needed clarity on for the specific financial "ask" required to complete the canal replacement project.

8. Todd Hunziker gave the Jacob's Engineering report:

a. A motion was made by Director Milton, seconded by Director Bolin and passed, to approve the debris fence installation project in the amount of $1,107,361. And to hire GSI as the contractor to do the work.
b. DNR has installed a sensor at MP 0.8 and they will install another set at mp3.8 at no cost to the District. Todd will set a date to look at this location with staff.
c. There are not any updates to the funding spreadsheet.

A motion was made by Director Bolin, seconded by Director Milton and passed, to approve attendance of H.R./ Safety Manager Burkett and a safety committee member, to the Governor's Safety conference on September 24th & 25th, 2025.

At approximately 1:45 p.m., President Smith declared that the Board would go into Executive session to discuss Real estate matters in accordance with RCW 42.30.110 (1) (b) and Litigation or potential litigation in accordance with RCW 42.30.110 (l)(i), 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 approximately 15 minutes and would be concluded or extended, via public announcement, at 2:00 p.m. The executive session ended at approximately 2:00 p.m.

Todd Hunziker left the meeting at approximately 2:02 p.m.

In other items, the Manager stated he will be following up on two topics discussed at prior meetings: a policy for the timing of Extra/Frost Water deliveries, and a water hydrant use policy.

There being no further business, the meeting was adjourned at approximately 2:05 p.m. by President Smith.

RON SMITH, PRESIDENT

TRAVIS OKELBERRY, SECRETARY-MANAGER

YAKIMA-TIETON IRRIGATION DISTRICT

JULY 2025

Check No. 13719 - 13754 & EFT No. 7000242 - 7000248

PREVIOUSLY AUTHORIZED/ END OF MONTH BILLS

CHECK NO.	VENDOR NAME	DESCRIPTION	AMOUNT
13727	CHRISTENSEN, INC	FUEL	15,319.21
13734	HALVERSON NORTHWEST LAW GROUP	LEGAL FEES	19,025.25
13742	PACIFIC POWER	POWER	13,179.62

SUBTOTAL PREVIOUSLY AUTHORIZED/ END OF MONTH BILLS: $ 47,524.08

REGULAR BILLS

CHECK NO.	VENDOR NAME	DESCRIPTION	AMOUNT
13724	ACE/ROY'S HARDWARE	LUBE FOR RADIAL GATE	184.14
13720	ALL VALLEY PLUMBING LLC	TOILET NOT FLUSHING	644.76
13721	AT&T MOBILITY	COMMUNICATIONS	31.94
13725	BENTON RURAL ELECTRIC ASSN.	POWER	41.04
13726	CENTURYLINK	JULY 25 PHONES	85.51
13728	CINTAS CORPORATION #605	RUGS & SOAP	174.22
13729	E R BALANCING SERVICE INC	VIBRATION TESTING ON PUMP STAT	2,322.00
13730	EAGLE MACHINE	HYDRO	112.18
13731	EDGE CONSTRUCTION SUPPLY	GLOVES	129.40
13732	FIAMO OCCUATIONAL MEDICINE	RANDOM CDL TEST	50.00
13733	GUARDIAN SECUTIY SYSTEMS, INC.	SECURITY SYSTEM FOR BUILDINGS	259.20
13735	HBQ, INC.	5/8 MINUS	710.64
13736	HORIZON DISTRIBUTION, INC	CANAL REPAIR	184.37
13737	INLAND PIPE	SHOP STOCK	419.11
13746	JLA SUPPLY, INC.	CANAL PATCHING	185.91
13738	LABORERS LOCAL #348	JUNE EE UNION DUES	1,856.00
13739	ONE CALL CONCEPTS, INC	EMERGENCY LOCATES	217.26
13740	O'REILLY AUTO PARTS	SHOP STOCK	520.17
13741	OXARC, INC	BOTTLE RENTAL	46.22
13743	PAPE KENWORTH NORTHWEST	AIRLINE FIX FOR DUMP BED	40.49
13744	PARSEC COMPUTER CORPORATION	IT HOSTING	1,637.93
13722	PRICE FORD	TUBE & ACCUATOR FOR TRUCK #5	396.52
13745	QUILL CORPORATION	OFFICE SUPPLIES	133.28
13747	SMITTY'S OUTDOOR POWER EQUIP	TRIMMER REPAIR	94.83
13748	STEINS HARDWARE	HYDRO	239.83
13723	THEISEN HEATING & AIR CONDIT..	HVAC REPAIR	475.20
13749	TIRE CENTERS, INC.	TIRE PRESSURE SENSOR	83.11
13750	VERIZON	TELEMETRY	156.08
13719	VISA-U S BANK	MEETING W MGMT TEAM	810.15
13751	VISION MUNICIPAL SOLUTIONS LLC	CONSULTING FEES	1,000.00
13752	WEAVER DISTRIBUTING	SHOP STOCK	50.45
13753	WHOLESAIL NETWORKS	AUG INTERNET SERVICES	550.00
13754	XEROX CORPORATION	JULY PRINTER READS	166.26

SUBTOTAL REGULAR BILLS: $ 14,008.20

ELECTRONIC FUND TRANSFERS (EFT)

CHECK NO.	VENDOR NAME	DESCRIPTION	AMOUNT
7000242	AFLAC	MEDICAL INSURANCE	304.98
7000243	DEPART OF RETIREMENT SYSTEMS	RETIREMENT	887.50
7000244	EMPLOYMENT SECURITY DEPARTMENT	PAYROLL TAXES	1,762.91
7000245	INTERNAL REVENUE SERVICE	PAYROLL TAXES	48,703.91
7000246	LABOR & INDUSTRIES	L&I PAYMENTS	9,860.18
7000247	NORTHWEST LABORERS	HEALTH INSURANCE	23,268.00
7000248	US BANK TREASURY DIVISION	SAFEKEEPING	28.00
7000249	PITNEY BOWES	POSTAGE	500.00

SUBTOTAL EFTS: $ 85,315.48

TOTAL REGULAR BILLS & EFTs: $ 99,323.68

TOTAL BILL AMOUNT FOR MONTH: $ 146,847.76

LESS: PREVIOUSLY AUTHORIZED SPECIAL BILLS $ -

TOTAL REGULAR BILLS & EFTs FOR APPROVAL: $ 146,847.76