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

The Board meeting was called to order by President Smith at approximately at 12:00. Present were Directors Jason Bolin, Andy Judd, Dan Keller, Jim Milton, Secretary-Manager Travis Okelberry, Assistant Manager Brian Boyd, Project Coordinator Josh Akehurst, Administrative Assistant Laurie Beth Hood, Norman Semanko of Parsons Behle & Latimer (via zoom), Nancy Twineham of CLA (via zoom), Todd Hunziker of Jacobs and Brittany Hughes of Jacobs. (via zoom)

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

a. Approve October 16, 2025, Board Meeting Agenda
b. Review/Approve September 11, 2025, Regular Board Meeting Minutes
c. Review/Approve September 17, 2025, Special Board Meeting Minutes
d. Payroll for September 2025 - $136,714.93

A motion was made by Director Milton, seconded by Director Keller and passed, to approve the regular bills for September 2025, in the amount of $698,334.71.

A motion was made by Director Keller, seconded by Director Milton and passed, to approve the Special bills (Included in the check register, presented separately for approval):

(F)- Fire

1.	CLA	$17,220.00
2.	Reclamation (storage)	$11,535.74
3.	(F) TPC (canal covers)	$147,247.22
4.	HLA (canal survey)	$40,326.95
	TOTAL:	$216,329.91

The Manager reported on the monthly budget report and reserves. An estimate is being secured for the roof modifications (approx. $50K) and a rotary cone valve (Approx. $500K). A motion was made by Director Milton, seconded by Director Bolin and passed, to approve the purchase of the new 2026 Ford Ranger vehicle for Brian Boyd in the amount of $43,428.48. The budget is looking good due to grants received. Two bonds have matured, and portions of these funds have been moved into three new bonds and the LGIP investment pool.

The Manager asked for a headcount for those attending the annual conference in Spokane, WA., December 3-5th. Those attending the conference: Ron Smith, Jim Milton, Dan Keller, Brian Boyd, Todd Hunziker and Travis Okelberry. Those possibly attending are Andy Judd and Jason Bolin.

The Manager addressed water being used by DTG via a hydrant on their property which is considered non-emergency use for dust abatement. Since this water being used is unregulated and because DTG is using an emergency asset, it is an issue that the district needs to resolve. The water has already been turned off at this hydrant for 2025, due to the BOR curtailing the water right as of October 6, 2025. Assistant Manager Boyd will create a policy for hydrant use that will be reviewed by the Board at the November 13th meeting.

A motion was made by Director Bolin, seconded by Director Judd and passed, to authorize Jacobs Task Order 21 for post fire emergency mitigation and the New Master Service agreement/ Task Order 1. This is pursuant to board authorized RFQ and subsequent review and selection of Jacobs Engineering for Canal Replacement design.

A motion was made by Director Keller, seconded by Director Bolin and passed, to authorize the Manager to execute agreements pursuant to Resolution 2024-17 (emergency declaration): These tasks are deemed time sensitive, critical to reliable operation and necessary for risk mitigation:

a. HLA (canal surveying)
b. Salisbury (geotechnical)
c. ALC (debris fences)
d. North Wind (helicopter)

The Manager was previously authorized, along with Jacob's Engineering, to pursue alternative project delivery (GC/CM) to assist with canal replacement design. Approval from the Washington state DES Board will also be required.

Laurie Beth Hood gave the Board an update on the election process:

A motion was made by Director Judd, seconded by Director Keller and passed, to approve Resolution 2025-19, to order a regular election for the Board of Directors. A motion was made by Director Keller, seconded by Director Judd and passed, to approve the Notice of Election and Notice of Canvass presented.

Nancy Twineham of CLA joined the meeting via zoom at approximately 1:20 p.m.

a. Vision software: inputting information from AS400 is still in progress, however, the Vision payroll program is currently in use.
b. The state audit has been postponed to 2025 and will be conducted in November of 2026. It will be a three-year audit, covering the years 2022-2025 instead. The budget has been adjusted accordingly.

Nancy Twineham left the meeting at approximately 1:30 p.m.

The Manager gave the H/R and Safety report:

1. H/R: The Assistant Treasurer position was originally posted on August 15, 2025. The position will be re-posted, as prior interviewees did not meet all the requirements.
2. Safety – safety committee report/updates: Three temporary workers have been hired to assist with year-end work up at the canal. On September 24th & 25th, Mandy Burkett and Brian Boyd attended the Governor's Safety Conference. Information from that conference is being used to update YTID policies and they are working on internal permits for confined spaces.
3. Mandy has been converting the AS400 payroll program over to the new Vision software program for the past month.

O & M Projects report: Brian Boyd/Josh Akehurst:

a. Maintenance activities: The crew is currently removing cover on the canal to allow GSI to begin Geotech drilling on October 20th.
b. Main Canal: Side and invert patching to begin in lower canal end of October through November.
c. Hydros – The pump stations have been drained, and the Scenic pump station is under repair.
d. MP 3.8: ICI is providing a quote to mitigate a landslide hazard inside the right-of-way that threatens to plug a critical drainage culvert under the canal. A motion was made by Director Judd, seconded by Director Bolin and passed, to approve the quote for emergency hazard mitigation work from ICI, not to exceed 100K.
e. Inspection of the CMP pipe has revealed that some erosion has started on the coal tar lining inside that is due to the Retreat fire. Staff and Jacobs are looking at possible remedies for this problem.
f. YTID was able to secure a 100K excavation bond, to cover all excavation work in the City of Yakima for one year.

Jacobs Engineering Report: Brittany Huges

a. Task Order 21 update: Tri-Ply Construction will begin the last stage of installing canal cover as there is approximately 240 ft. left to complete. Debris Barrier construction is currently underway at MP 0.8 and MP 1.4.
b. Task Order 1 updates: surveying and mapping work being done by HLA. Geotechnical drilling is set to begin on October 20th.
c. Todd Hunziker reviewed the cash flow spreadsheet with the Board.
d. A Design and construction schedule was also provided for the Board to review. Jacobs will have constructible design completed by fall of 2026 however, permits will be difficult to procure due to short staffing at the BOR.

Brittany left the meeting at approximately 1:50 p.m.

Manager Report with Travis Okelberry:

1. River Ops/TWSA Water Forecast and SOAC report- The BOR October 2025 water supply for the Yakima basin indicates that senior water rights users will receive less than their full entitlements, while junior water rights users will receive 0.0% of their entitlements for the Oct. 1-20 period. Storage in the reservoirs was 8% full and at 28% on average, while inflows in September were 73% of average. With natural flows unable to satisfy the most senior 1855 irrigation rights, the Washington State Department of Ecology issued curtailment orders to all surface water right holders in the Yakima basin, requiring that they cease diverting by October 6, 2025.
2. The NWRA 2025 annual conference is scheduled in Tucson, AZ. on November 5-7th.
3. The Manager attended the Infrastructure Assistance Coordinating Council conference in Wenatchee the second week in October 2025. Travis gave a presentation on the state of the YTID canal and in response to that, the State of WA. has assembled a tech team to assign grant writers and grant support to YTID. The groups involved in the funding aspect are philanthropists and impact investors who specialize in assisting distressed rural communities.
4. BOR update: Chris Duke has resigned; therefore, Candy Carmack is the new acting area Manager. The Bureau is funded through October 16th and depending on what happens next, permitting efforts may come to a complete stall.
5. KGA property: The boundary line adjustment has been completed and paperwork submitted to Yakima County for recording. The cattle lease will not be renewed on advice of legal counsel.
6. Main canal replacement project: Funding, upcoming work and stakeholder engagement were discussed.
7. 2026 Operating budget proposal update: The manager is working on the budget proposal for 2026 and it includes the option of either a 3% or a 5% cost increase for 2026.

At approximately 2:47 p.m., President Smith declared that the Board would go into Executive session in accordance with RCW 42.30.110 (1) and RCW 42.30.110 (iii), to discuss legal counsel matters relating to agency enforcement actions, litigation, or potential litigation, and legal risks of proposed actions or current practices, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency, and Real Estate matters in accordance with 42.30.110 (1)(b) and employee matters in accordance with 42.30.110 (1)(g) The duration of this executive session would be approximately 25 minutes and would be concluded or extended, via public announcement, at 3:10 p.m. The executive session was extended via public announcement an additional 5 minutes. At approximately 3:15 p.m., the executive session ended.

Other business: A portion of the annual District insurance was not renewed by our previous carrier; however, MMA has identified a provider (Travelers) who will cover this now with a slight rate increase.

There being no further business, the meeting was adjourned at approximately 3:15 p.m. by President Smith.

RON SMITH, PRESIDENT

TRAVIS OKELBERRY, SECRETARY-MANAGER

YAKIMA-TIETON IRRIGATION DISTRICT
OCTOBER 2025

Check No. 13990 - 14042 & EFT No. 7000268 - 7000277

PREVIOUSLY AUTHORIZED/ END OF MONTH BILLS

CHECK NO.	VENDOR NAME	DESCRIPTION	AMOUNT
13990	RUBICON SYSTEMS AMERICA, INC	NEUROFLO ANNAUL/INSTALL/COMMIS	$ 10,962.00
13992	TRI-PLY CONSTRUCTION, LLC	ROCK COVER REPLMT-MAIN CANAL	$ 37,145.54
13999	BUREAU OF RECLAMATION	STORAGE ASSESSMENT 2026	$ 122,500.00
14005	CH2M HILL, INC	UPPER MC REPLMT DESIGN	$ 233,362.28
14007	CLIFTON LARSON ALLEN, LLP	ACCOUNTING SERVICES	$ 14,315.55
14017	HLA ENGINEERING, INC	RETREAT FIRE SURVEY	$ 107,767.60
14025	PACIFIC POWER	POWER	$ 87,478.42
		SUBTOTAL PREVIOUSLY AUTHORIZED/ END OF MONTH BILLS:	**$ 602,569.39**

REGULAR BILLS

CHECK NO.	VENDOR NAME	DESCRIPTION	AMOUNT
13987	ABC FORMS, LLC	ELECTION MATERIALS	$ 3,304.35
13988	AT&T MOBILITY	PHONES	$ 30.22
13989	EMPLOYMENT SECURITY DEPARTMENT	2025 Q3 UI CLIAM-E LUCATERO	$ 1,561.00
13991	THEISEN HEATING & AIR CONDIT..	REPAIR AC @ HYDRO	$ 362.81
13993	VALLEY ASPHALT SEALING INC	ROAD PATCH	$ 2,434.50
13994	ACE/ROY'S HARDWARE	LIGHT FOR BUGGY	$ 474.62
13995	AGRI-VALLEY	VFD ON PUMP STATION	$ 1,061.34
13996	ALL AMERICAN PROPANE	PROPANE	$ 1,211.08
13997	AM BRANAM TOOLS, INC	GASKET SCRAPERS	$ 845.90
13998	BENTON RURAL ELECTRIC ASSN.	OCTOBER 2025 POWER	$ 40.33
14000	CARBONATED CARPET SOLUTIONS	CARPET CLEANING	$ 305.00
14001	CENTRAL CHAIN & TRANSMISSION	CHAIN COVERING - BUGGY SPARE	$ 331.82
14002	CENTURYLINK	PHONES	$ 90.82
14003	CHETU INC.	OCTOBER INVOICE	$ 5,184.00
14004	Christensen, Inc	FUEL	$ 5,379.46
14006	CINTAS CORPORATION #605	JANITORIAL	$ 174.22
14008	COMPU-TECH, INC	OCT MISC OPER ASSIST&MTHLY FEE	$ 1,916.80
14009	CONTROL SYSTEMS NW, LLC	HYDRO BATT CHARGER	$ 302.63
14010	EAGLE MACHINE	SEATS FOR SURGE VALVE	$ 2,126.13
14011	EDGE CONSTRUCTION SUPPLY	BATTERIES	$ 652.56
14012	GUARDIAN SECUTIY SYSTEMS, INC.	SECURITY	$ 259.20
14013	HALVERSON NORTHWEST LAW GROUP	LEGAL FEES	$ 4,770.00
14014	HBQ, INC.	5/8 MINUS	$ 470.99
14015	HORIZON DISTRIBUTION, INC	SHOP SUPPLIES	$ 218.45
14016	HELLIESEN LUMBER&SUPPLY CO,INC	DECKING FOR TRAILER	$ 412.84
14018	HR & MANAGEMENT SOLUTIONS	EMPLOYEE MANUAL REVIEW	$ 700.00
14019	INTERSTATE ALL BATTERY CENTER	BATTERY	$ 287.97
14020	THE JANITOR'S CLOSET	FACILITIES SVCS-TOWELS	$ 42.07
14021	NAPA AUTO PARTS	CABLE-TRANSPORT/WASH BUGGY	$ 562.97
14022	ONE CALL CONCEPTS, INC	EMERGENCY LOCATES	$ 232.88
14023	O'REILLY AUTO PARTS	CLEANER FOR TRUCKS	$ 11.90
14024	OXARC, INC	CYLINDER RENTAL	$ 46.22
14026	PARSEC COMPUTER CORPORATION	IT HOSTING-MTHLY SVC CHG	$ 1,687.23
14027	THE PRINT GUYS	LETTERHEAD	$ 159.45
14028	QUILL CORPORATION	ELECTION SUPPLIES	$ 367.09
14029	THE REINALT-THOMAS CORPORATON	TIRES TRUCK# F-350	$ 3,855.42
14030	SAFELITE GLASS CORP	WINDSHIELD REPLACEMENT TRK#7	$ 478.34
14031	STEINS HARDWARE	LOOP HANDLE-BUGGIR	$ 52.97
14032	TIRE CENTERS, INC.	FLAT REPAIR	$ 221.41
14033	TRI-STATE SUPPLY CO	GASKETS	$ 90.97
14034	U. S. CELLULAR	PHONES	$ 2,087.81
14035	VERIZON	OCTOBER BILL	$ 543.84
14036	WEAVER DISTRIBUTING	HYDRO SURGE VALVE	$ 285.40
14037	WHOLESAIL NETWORKS	INTERNET	$ 550.00
14038	XEROX CORPORATION	PRINTING	$ 165.47
14039	YAKIMA CLEAN TEAM LLC	CLEANING	$ 585.00
14040	YAKIMA COUNTY GIS	MONTHLY GIS	$ 95.00
14041	YAKIMA COUNTY SOLID WASTE DIV	DUMP RUN	$ 12.00
14042	YAKIMA WASTE SYSTEMS,INC	GARBAGE SERVICE	$ 132.24
		SUBTOTAL REGULAR BILLS:	**$ 42,279.15**

ELECTRONIC FUND TRANSFERS (EFT)

CHECK NO.	VENDOR NAME	DESCRIPTION	AMOUNT
7000268	AFLAC	OCT PREM	$ 552.06
7000269	DEPART OF RETIREMENT SYSTEMS	OCT 25 PERS	$ 16,582.53
7000270	EMPLOYMENT SECURITY DEPARTMENT	2025 Q3 WA CARES	$ 5,666.11
7000271	INTERNAL REVENUE SERVICE	FIT/OASDI/FICA PMT	$ 32,199.60
7000272	LABOR & INDUSTRIES	2025 Q3 ER L&I	$ 9,758.47
7000273	NORTHWEST LABORERS	OCT 25 CREW PREM	$ 17,648.00
7000274	NORTHWEST LABORERS	OCT 25 OFFICE PREM	$ 5,620.00
7000275	PITNEY BOWES	POSTAGE MACHINE	$ 109.72
7000276	US BANK TREASURY DIVISION	OCT 25 SAFEKEEPING	$ 154.00
7000277	VISA-U S BANK	SEPT & OCT BILL	$ 7,411.84
		SUBTOTAL EFTS:	**$ 95,150.27**
		TOTAL REGULAR BILLS & EFTs:	**$ 137,429.42**

TOTAL BILL AMOUNT FOR MONTH:	$	782,277.96
LESS: PREVIOUSLY AUTHORIZED SPECIAL BILLS	$	-
TOTAL REGULAR BILLS & EFTs FOR APPROVAL:	$	782,277.96