MINUTES
REGULAR BOARD MEETING – NOVEMBER 13, 2025
BOARD OF DIRECTORS
YAKIMA-TIETON IRRIGATION DISTRICT

The Board meeting was called to order by President Smith at approximately at 12:05 p.m. Present were Directors Jim Milton, Dan Keller (via zoom), Jason Bolin, Secretary-Manager Travis Okelberry, Assistant Manager Brian Boyd, H. R. and Safety Director 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), Todd Hunziker of Jacobs and Brittany Hughes of Jacobs. (via zoom)

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

a. Approve November 13, 2025, Board Meeting Agenda
b. Review/Approve October 16, 2025, Regular Board Meeting Minutes
c. Payroll for October 2025 - $133,437.60

A motion was made by Director Milton, seconded by Director Bolin and passed, to approve the regular bills for October 2025, in the amount of $782,277.96

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

(F)- Retreat Fire

1.	(F) Rubicon (flow stations)	$10,962.00
2.	(F) Triply Construction	$37,145.54
3.	Reclamation (storage 2026)	$122,500.00
4.	(F) Jacobs (TO21 – Fire Response)	$81,001.52
5.	Jacobs (TO1 – MC project design)	$149,811.26
6.	CLA (accounting services)	$14,315.55
7.	HLA (canal surveying)	$107,767.60
	TOTAL:	$523,503.47

The Manager reported on the monthly budget report and reserves. There is currently a 2.4 Mil surplus due to grants received. It was also reported that power sales income is slightly up, however the YTID power bill costs have increased.

A motion was made by Director Bolin, seconded by Director Milton and passed, to approve Resolution 2025-20 authorizing Contract Amendments and Emergency work, pursuant to Resolution 2027-17.

Both Ron Smith and Jim Milton attended the NWRA in Tucson, AZ. The Manager was unable to attend as previously planned, due to his flights being cancelled.

All Board members, except for Andy Judd, as well as District Manger Okelberry, Assistant Manager Boyd and H.R. Manager Burkett, will be attending the WSWRA conference the first week of December, from the 3rd – 5th.

The H/R and Safety report with Mandy Burkett:

1. It was reported that there was an injury to the Maintenance Supervisor that was reported to L & I.
2. H/R: The Assistant Treasurer position was originally posted on August 15, 2025 and no candidates were selected. The position was re-posted and a candidate was selected. We are now completing the background checks. Start date for new employee could be December 1, 2025.

3. Safety – safety committee report/updates: Work is on-going to create "internal" permits for confined spaces safety regulation changes.
4. Mandy has been converting the AS400 payroll program over to the new Vision software program for the past month. The payroll portion is complete. Data integration of financials is ongoing.
5. Election work for the December 9th election is going well. Currently receiving requests for absentee ballots.
6. YTID is currently compiling fees for services the other Districts charge. Our aim is to determine if YTID should begin charging for these items in the future.
7. YTID will be hiring a third person for the front office to begin in 2026.

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

a. Maintenance activities: Crews are currently working on the canal. Side-panel and invert patching. Goal, to completed by November 21st.
b. Hydros – The pumps in the hydro stations are being rebuilt and re-coated for longevity.
c. Project Coordinator Akehurst has identified several different distributors who will be able to provide quotes for the 42" cone valve replacement part. While procuring this item, Mr. Akehurst will focused on procurement requirements.
d. The sub-contractors, ICI, Triply Construction, Salisbury Engineering and ALC have either completed or are close to completing their respective projects. Salisbury Engineering had some equipment stolen from their job site, including two generators.

Jacobs Engineering Report: Todd Hunziker

a. Work has gone remarkably well, in light of the fact that there were 7 contractors who needed access to the same areas of the canal at the same time.
b. Task Order 21 update: Debris barrier construction is currently underway at MP 0.8 and MP 1.4, Work is progressing slower than expected, therefore the work at MP 9.1 (footings) will need to be postponed until the Fall of 2026.
c. Jacobs hopes to have a constructible design completed by fall of 2026. Candy Carmack of the BOR informed us that the permitting process will not begin until the specific project is identified and the workplan is ready. Unlikely construction will begin in the Fall of 2026 as originally hoped. The Manager discussed the possibility of having a special board meeting to discuss the canal replacement/alternatives.

Manager Report with Travis Okelberry:

1. The Manager reported that the South Fork Tieton fish passage project to protect the bull trout population, is starting today began on November 13, 2025.
2. River Ops/TWSA Water Forecast and SOAC report- Storage in the reservoirs is at 44% of average. Precipitation for the water year (Oct. 01 to Nov.10) is 42.27 inches, or 136% of average.
3. The Manager gave a presentation at the Pristine Water Initiative in Seattle to discuss impacts of the Retreat wildfire and our main canal replacement project.
4. The Manager reported on a few other items:
    a. He is expecting a call from Roland Springer to discuss funding possibilities.
    b. Irrigation Leader magazine would like to write an article on the Retreat wildfire and the YTID recovery efforts.
    c. It was also noted that procuring a GC/CM contractor to aid in the box culvert project design, will require State Board approval.
5. Nancy Twineham of CLA and the Manager presented the 2026 Operating budget proposals. The three budget options included; no change, 3% increase, or 5% increase. All three proposals would result in a budget surplus.

At approximately 1:20 p.m., President Smith declared that the Board would go into Executive session in accordance with RCW 42.30.110 (i) 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 40 minutes and would be concluded or extended, via public announcement, at 2:00 p.m. At approximately 2:00 p.m., the executive session ended.

Todd Hunziker left the Board meeting at approximately 1:25 p.m.

A motion was made by Director Bolin, seconded by Director Milton and passed to adopt the 2026 5% increase budget proposal. In addition, the board approved and adopted budget Addendum 2026-1 as proposed and modified by the board in the Executive session.

A motion was made by Director Bolin, seconded by Director Milton and passed, to approve the modification of the 2026 YTID organizational chart.

A motion was made by Director Bolin, seconded by Director Milton and passed, to approve a one-time paid holiday on December 26th for all office staff.

There being no further business, the meeting was adjourned at approximately 2:10 p.m. by President Smith.

RON SMITH, PRESIDENT

TRAVIS OKELBERRY, SECRETARY-MANAGER

YAKIMA-TIETON IRRIGATION DISTRICT
NOVEMBER 2025

Check No. 14043 - 14104 & EFT No. 7000278 - 7000286

previously auth.

PREVIOUSLY AUTHORIZED/ END OF MONTH BILLS

CHECK NO.	VENDOR NAME	DESCRIPTION	AMOUNT
0014048	JACOBS ENGINERRING GROUP INC	MAIN CANAL	$ 233,362.28
0014050	SALISBURY & ASSOC., INC	MAIN CANAL - DESIGN - Survey	$ 147,270.00
0014053	CENTRAL MACHINERY SALES, INC	CASE LOADER ES01803	$ 60,669.00
0014058	CITIES INSURANCE ASSOCIATION	2026 PROPERTY INSURANCE	$ 420,088.22
0014059	CLIFTON LARSON ALLEN, LLP	ACCOUNTING FEES	$ 10,762.50
0014063	H.D. FOWLER COMPANY INC	SHOP STOCK	$ 27,660.25
0014067	HLA ENGINEERING, INC	NEW CONSTRUCTION-NFCCR	$ 70,067.09
0014068	INTERWEST CONSTRUCTION INC	RETREAT FIRE MAIN CANAL	$ 54,908.36
0014073	MARSHMCLENNAN AGENCY	2026 EQUIPMENT INSURANCE	$ 29,254.00
0014081	PACIFIC POWER	POWER LIGHTS	$ 48,208.95
0014086	ROSS VALVE MANUFACTURING CO	REBUILD FOR VALVES	$ 16,254.95
0014104	MARSHMCLENNAN AGENCY	INSURANCE - Brokerage Fees	$ 17,000.00
		SUBTOTAL PREVIOUSLY AUTHORIZED/ END OF MONTH BILLS:	**$ 1,135,505.60**

REGULAR BILLS

CHECK NO.	VENDOR NAME	DESCRIPTION	AMOUNT
0014043	RON SMITH	NWRA Tucson, AZ CONFERENCE REIMBURS EXP	$ 2,881.75
0014044	AT&T MOBILITY	PHONES/COMMUNICATIONS	$ 29.64
0014045	JASON BOLIN	WSWRA Spokane REIMB 12/36-5/25	$ 841.80
0014046	EMPLOYMENT SECURITY DEPARTMENT	2025 Q4	$ 1,561.00
0014047	EVERBRIDGE, INC.	Emergency Notification System	$ 5,400.00
0014049	PARSONS BEHLE & LATIMER	LEGAL FEES	$ 1,532.80
0014051	ACE/ROY'S HARDWARE	TOOL & EQUIP	$ 158.02
0014052	BENTON RURAL ELECTRIC ASSN.	POWER	$ 46.62
0014054	CENTURYLINK	PHONES	$ 90.82
0014055	CHETU INC.	IT DATA & EQUIP	$ 4,752.00
0014056	Christensen, Inc	FUEL	$ 3,426.22
0014057	CINTAS CORPORATION #605	FACILITIES SERVICES	$ 178.00
0014060	CNA SURETY	City of Yakima - Bond for ROW work	$ 1,750.00
0014061	COMPU-TECH, INC	IT DATA & EQUIP	$ 918.00
0014062	FIAMO OCCUATIONAL MEDICINE	PRE EMPLOYMENT	$ 330.00
0014064	GUARDIAN SECUTIY SYSTEMS, INC.	SECURITY	$ 777.60
0014065	HALVERSON NORTHWEST LAW GROUP	LEGAL FEES - KGA property	$ 460.00
0014066	HORIZON DISTRIBUTION, INC	RAIN GEAR/NEW EMP BOOTS	$ 1,386.98
0014069	THE JANITOR'S CLOSET	FACILITIES SERVICES	$ 76.29
0014070	KELLEY MAILING SYSTEM	IT DATA & EQUIP	$ 149.03
0014071	LABORERS LOCAL #348	OCTOBER DUES	$ 1,856.00
0014072	JOHN R. LOWE	Renewable Energy Coalition - Dues	$ 300.00
0014074	MBI CONSTRUCTION SERVICES, INC	PIPE LINE REPAIR	$ 203.06
0014075	MEBULBS LIGHTING	BUILDING BULBS - inventory stock	$ 1,345.97
0014076	MENKE, JACKSON & BEYERS	LEGAL FEES	$ 1,751.30
0014077	JIM MILTON	NWRA Tucson, AZ REIMB 11/4-7/25	$ 1,790.36
0014078	MORTON'S SUPPLY, INC	CASTERS	$ 236.09
0014079	O'REILLY AUTO PARTS	LIGHT FOR TRUCK 62	$ 838.91
0014080	OXARC, INC	SHOP SUPPLIES	$ 44.79
0014082	PARSEC COMPUTER CORPORATION	IT DATA & EQUIP	$ 1,606.22
0014083	THE PRINT GUYS	ELECTION ESPENSES	$ 1,395.97
0014084	QUILL CORPORATION	OFFICE SUPPLIES	$ 915.66
0014085	THE REINALT-THOMAS CORPORATON	TIRES 2017 NISSAN	$ 1,123.82
0014087	SANGER LAW, P.C.	Renewable Energy Coalition - Legal Fees	$ 500.00
0014088	JLA SUPPLY, INC.	GLUE FOR CONCRETE	$ 420.21
0014089	RON SMITH	WSWRA Spokane REIMB 12/3-5/25	$ 3,765.69
0014090	STEINS HARDWARE	BRUSH FOR CANAL	$ 291.09
0014091	TACOMA SCREW PRODUCTS, INC	BOLTS FOR PIPE	$ 86.87
0014092	TIRE CENTERS, INC.	ATV TIRE REPAIR	$ 20.79
0014093	U. S. CELLULAR	COMMUNICATIONS	$ 1,262.85
0014094	VERIZON	COMMUNICATIONS	$ 156.08
0014095	VISION MUNICIPAL SOLUTIONS LLC	IT DATA & EQUIP ACCOUNTING	$ 6,984.00
0014096	WA STATE DEPARTMENT OF ECOLOGY	HYDRO POWER FEE	$ 1,156.98
0014097	WHOLESALE 4 INC	LOCKS FOR TUBS	$ 1,302.60
0014098	WHOLESAIL NETWORKS	IT DATA & EQUIP	$ 550.00
0014099	XEROX CORPORATION	LEASES-COPIER	$ 196.34
0014100	YAKIMA CLEAN TEAM LLC	JANITORIAL SERVICES	$ 585.00
0014101	YAKIMA COUNTY GIS	OCTOBER 2025 SERVICES	$ 95.00
0014102	YAKIMA-HERALD REPUBLIC	PUBLICATIONS	$ 450.00
0014103	YAKIMA WASTE SYSTEMS,INC	FACILITIES SERVICES WASTE	$ 132.24
		SUBTOTAL REGULAR BILLS:	**$ 58,110.46**

ELECTRONIC FUND TRANSFERS (EFT)

CHECK NO.	VENDOR NAME	DESCRIPTION	AMOUNT
7000278	AFLAC	NOV PREM	$ 552.06
7000279	DEPART OF RETIREMENT SYSTEMS	NOV 25 PERS	$ 887.50
7000280	EMPLOYMENT SECURITY DEPARTMENT	WA CARES	$ 3,555.86
7000281	INTERNAL REVENUE SERVICE	FIT/OASDI/FICA PMT	$ 27,945.34
7000282	PITNEY BOWES	POSTAGE MACHINE	$ 500.00
7000283	NORTHWEST LABORERS	NOV 25 CREW PREM	$ 17,648.00
7000284	NORTHWEST LABORERS	NOV 25 OFFICE PREM	$ 5,620.00
7000285	PITNEY BOWES	POSTAGE MACHINE	$ 500.00
7000286	US BANK TREASURY DIVISION	NOV 25 SAFEKEEPING	$ 30.00
		SUBTOTAL EFTS:	**$ 57,238.76**

TOTAL REGULAR BILLS & EFTs:	$	115,349.22
TOTAL BILL AMOUNT FOR MONTH:	$	1,250,854.82
LESS: PREVIOUSLY AUTHORIZED SPECIAL BILLS	$	-
TOTAL REGULAR BILLS & EFTs FOR APPROVAL:	$	1,250,854.82

YAKIMA-TIETON IRRIGATION DISTRICT
NOVEMBER 2025 - corrected/approved

Check No. 14043 - 14104 & EFT No. 7000278 - 7000286

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0014101	YAKIMA COUNTY GIS	OCTOBER 2025 SERVICES	$ 95.00
0014102	YAKIMA-HERALD REPUBLIC	PUBLICATIONS	$ 450.00
0014103	YAKIMA WASTE SYSTEMS,INC	FACILITIES SERVICES WASTE	$ 132.24
0014104	RON SMITH	WSWRA REIMBURSEMENT	$ 884.36
		SUBTOTAL REGULAR BILLS:	**$ 55,229.13**

ELECTRONIC FUND TRANSFERS (EFT)

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7000286	US BANK TREASURY DIVISION	NOV 25 SAFEKEEPING	$ 30.00
		SUBTOTAL EFTS:	**$ 57,238.76**
		TOTAL REGULAR BILLS & EFTs:	**$ 112,467.89**

TOTAL BILL AMOUNT FOR MONTH:	**$ 1,247,973.49**
LESS: PREVIOUSLY AUTHORIZED SPECIAL BILLS	**$ -**
TOTAL REGULAR BILLS & EFTs FOR APPROVAL:	**$ 1,247,973.49**

YAKIMA TIETON
IRRIGATION DISTRICT

Board of Directors Memorandum

2026 YTID Office Staff Salary Addendum

Addendum #2026-01

The Board of Directors for the Yakima-Tieton Irrigation District hereby formally recognizes and expresses our appreciation for the contributions and dedication of **ALL** YTID employees. We value the hard work and resilience shown by our entire team, especially in light of the unprecedented challenges we continue to face from the Retreat wildfire.

To stay competitive and address compression we're adjusting office staff salaries for FY2026. Proposals were reviewed & modified by the board. These adjustments align with comparables throughout the Yakima Basin, ensuring fair and competitive salaries.

The following are compensation rates for YTID office staff effective January 1, 2026:

Office, HR/Safety Manager: $38.57/hr.
Administrative Assistant: $26.81/hr.
Assistant Treasurer: up to $34.00/hr.
*Additional Admin Assistant: $20.00/hr.
Assistant Manager O&M: $53.48/hr.
Project Coordinator: $35.04/hr.
District Secretary/Manager/Treasurer: $86.96/hr.

The district manager will meet with each employee individually to discuss specifics.

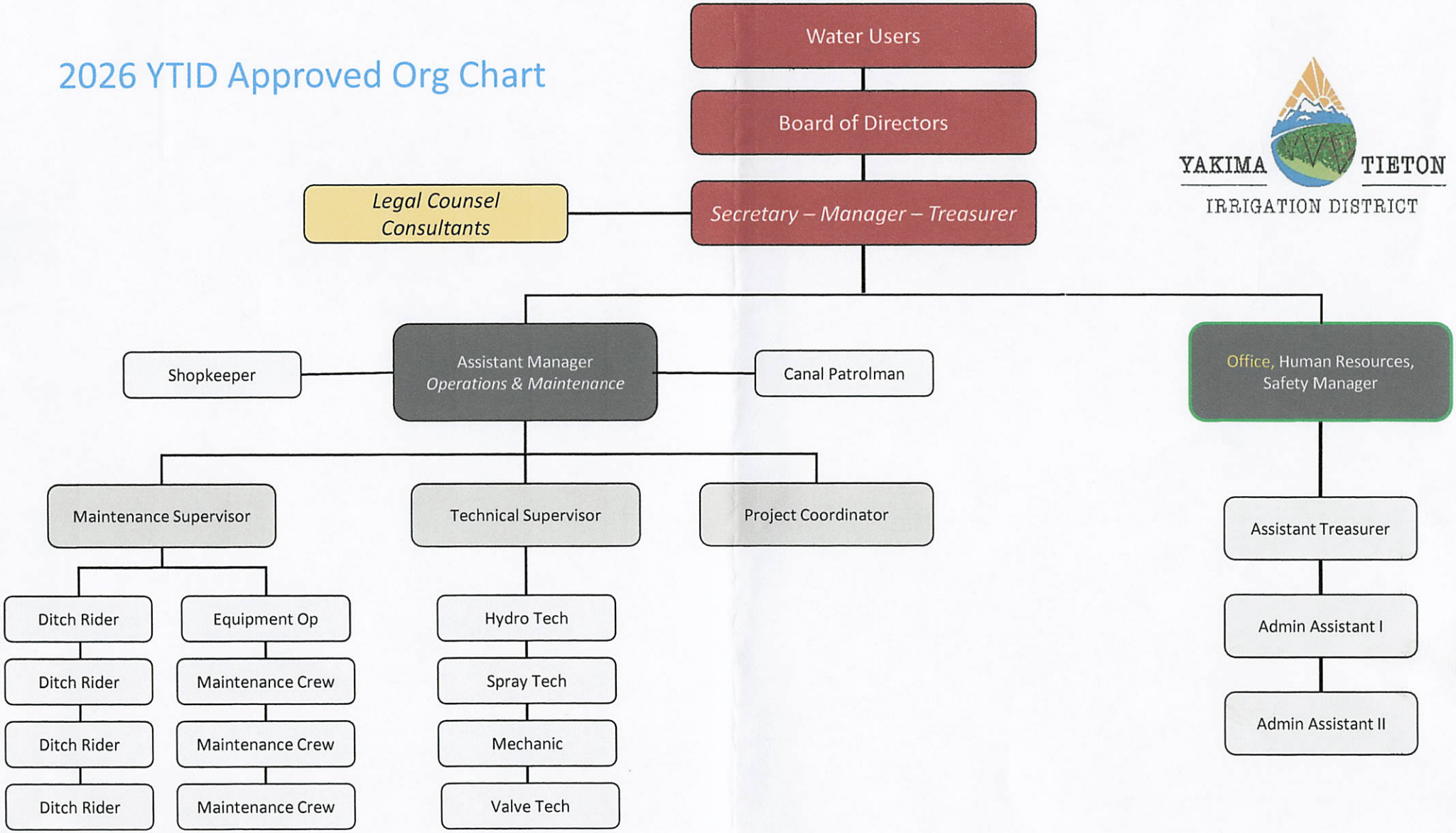
Adopted by the Board of Directors of the Yakima-Tieton Irrigation District at a regular meeting held on November 13, 2025.

YAKIMA-TIETON IRRIGATION DISTRICT

Ron Smith, *President/Director*

Attest: Travis Okelberry, *Secretary-Manager*

2026 YTID Approved Org Chart



YAKIMA TIETON
IRRIGATION DISTRICT