MINUTES
SPECIAL BOARD MEETING-SEPTEMBER 17, 2025
BOARD OF DIRECTORS
YAKIMA-TIETON IRRIGATION DISTRICT

The special board meeting was called to order by President Ron Smith at 12:00 p.m. Present were Directors Jason Bolin, Andy Judd & Dan Keller, Jim Milton, Secretary-Manager Travis Okelberry, Assistant Manager Brian Boyd and Assistant Laurie Beth Hood. Norman Semanko of Parsons Behle & Latimer was also present via zoom.

There were no public comments.

The purpose of this meeting was to go over Amended and new Task Orders from Jacob's Engineering and to discuss MSA contract negotiations.

A motion was made by Director Keller, seconded by Director Milton and passed, to approve the September 17, 2025 Board Meeting Agenda.

A motion was made by Director Milton, seconded by Director Bolin and passed, to approve the following frost unit transfer:

FROST UNIT TRANSFER:

		EXISTING UNITS	*TRANSFERRED UNITS*	*RESULTING UNITS*
FROM:	*171420-41003*	*70.0*	*-70.0*	*00*
	BOLIN SMITH PROPERTIES			
TO:	*171436-13003*	*0.0*	*+6.0*	*6.0*
	171436-23402	*18.0*	*+10.0*	*28.0*
	171436-24001	*0.0*	*+40.0*	*40.0*
	171436-31008	*0.0*	*+4.0*	*4.0*
	171436-31402	*0.0*	*+10.0*	*10.0*
	BOLIN SMITH PROPERTIES			

Due to emergencies, Resolution 2025-17 and 2025-18 were added to the Special Board Meeting Agenda.

A motion was made by Director Milton, seconded by Director Bolin and passed, to approve Resolution 2025-17, authorizing emergency repairs for pipe bride at Milepost 9.1.

A motion was made by Director Keller, seconded by Director Bolin and passed, to approve Resolution 2025-18, authorizing the emergency canal core drilling contract in the high-risk landslide area.

Jacob's Engineering – Todd Hunziker:

a. TO21 – The Post Fire Emergency Mitigation discussion:

The July 2025 retreat fire in the Tieton River Canyon damaged YTID's Canal and French Canyon Dam watershed. Jacob's is supporting the district's efforts to repair the canal and mitigate future potential slide damage. Amendment 2 is a continuation of prior fire-related work. The scope of work includes labor and expenses for the following g six tasks, describe in detail the task order that was provided to the Board.

1. Hazardous trees, canal cover planning, corrugated metal pipeline evaluations
2. Milepost 0.8 & 1.4 Debris barriers – Owner's Representative
3. MP 3.8 – Replace CMP with steel pipe
4. MP 7.3 – Replace fire damaged CMP
5. MP 901 – Repair CMP bridge footing
6. Main canal spillways preliminary design

The Manager asked if the hazardous tree removal time frame could be moved up to this fall (2025). The task order had the tree removal beginning in the fall of 2026, at the same time the first phase of construction would start. Jacobs will assist YTID in performing an inventory of the length and type of all existing covers and prioritizing where and when covers should be installed for remaining canal locations that are not covered. A determination will be made with YTID input to determine if new covers should be purchased and installed, when and where existing covers from the upper canal should be relocated to the lower canal, or a combination of both options. The CMP liner evaluations will include the upper and lower Main Canal which include 7 steel pipe bridges and 6 locations where the concrete canal transitions to CMP. YTID has concerns that the steel pipe bridges and CMP may have been compromised by the fire, corrosion, erosion and rocks dislodged during and after the Rimrock Retreat fire.

b. Master Service agreement -A standard agreement for professional services was provided to the Board.
c. TO1 – The focus of this task order is to complete the 30% design and permitting work for phased construction of 4.65 miles of new reinforced concrete box culvert. The new culvert will replace YTID's fire damaged upper main canal from the beginning near MP 0.25 to the beginning of the Windy Point Tunnel near MP 4.9. Jacobs will prioritize data collection and the 30% design for MP 3.8 to MP 4.9, which may be the first segment constructed. Canal reconstruction will be completed over four consecutive winter seasons to continue safe, uninterrupted water deliveries to YTID customers. Task order 1 is divided into 10 tasks summarized and described below:
    1. Upper main canal surveying and mapping support
    2. Upper main canal geotechnical investigations
    3. Upper min canal hydraulic modeling
    4. Upper main canal Phase 1 environmental compliance
    5. Upper main canal drainage and debris flow analysis
    6. Upper min canal preliminary design
    7. Initial GC/CM support
    8. Project management
    9. Upper main canal split-can steel slip lining
    10. Stakeholder engagement

After the presentation from Jacobs, it was the consensus of the Board that Jacob's rework portions of this task order. Jacobs will now prioritize the design component on the first segment of the box culvert area to be constructed in the fall of 2026, instead of the 30% design of the entire project. In conjunction with this, the Manager will speak to all agencies involved, such as Ecology, the Forest Service, etc., to check if designing just the first phase of construction, not the 30% for the whole project, would affect the permitting process. Taking a step back from the 30% design for the whole project and focusing the design efforts on the first phase keeps costs manageable until YTID receives feedback on the funding outreach efforts. Also, the drilling work currently in Task Order 1 will be removed and placed directly under YTID's authority, with the approval of Resolution 2025-18.

Manager Report – Travis Okelberry

a. Geotechnical Boring Contract – This item was already discussed earlier in the Board meeting.
b. A motion was made by Director Keller, seconded by Director Milton and passed, to keep the end of water season date October 1, 2025.
c. 2026 Budget – The Manager discussed the 2026 budget with the Board to get direction on water user rates and ask about specific items that will need to be put in the budget for purchase. The Board indicated that Management should lean in the direction of a mild to moderate rate increase for 2026.

Other: Jason Bolin and Dan Keller will be attending the NWRA conference in Tuscon, Arizona November 5-7.

There being no further business, the meeting was adjourned at 2:35 p.m. by President Smith.

RON SMITH, PRESIDENT

TRAVIS OKELBERRY, SEC. MANAGER

YAKIMA-TIETON IRRIGATION DISTRICT
SEPTEMBER 2025

Check No. 13812 - 13874 & EFT No. 7000257 - 7000267

PREVIOUSLY AUTHORIZED/ END OF MONTH BILLS

CHECK NO.	VENDOR NAME	DESCRIPTION	AMOUNT
13819	TRI-PLY CONSTRUCTION, LLC	RETREAT FIRE-CANAL COVERS	$ 147,247.22
13841	HLA ENGINEERING, INC	RETREAT FIRE - SURVEY	$ 40,326.95
		SUBTOTAL PREVIOUSLY AUTHORIZED/ END OF MONTH BILLS:	**$ 187,574.17**

REGULAR BILLS

CHECK NO.	VENDOR NAME	DESCRIPTION	AMOUNT
13821	ACE/ROY'S HARDWARE	FASTNERS	$ 80.50
13822	ALL AMERICAN PROPANE	PROPANE	$ 1,211.08
13816	AT&T MOBILITY	PHONES	$ 32.91
13823	BENTON RURAL ELECTRIC ASSN.	POWER EXPENSE SEPT 2025	$ 73.02
13831	BUREAU OF RECLAMATION	STORAGE ASSESSMENT	$ 11,535.74
13824	CENTURYLINK	PHONES/COMMUNICATION	$ 85.38
13825	CHETU INC.	SEPT 2025 INVOICING	$ 5,184.00
13826	Christensen, Inc	FUEL	$ 6,741.50
13827	CINTAS CORPORATION #605	JANITORIAL	$ 261.33
13828	CLIFTON LARSON ALLEN, LLP	ACCOUNTING SERVICES	$ 17,220.00
13829	COMPU-TECH, INC	JUL MISC OPER ASSIST&MTHLY FEE	$ 690.00
13830	CONTROL SYSTEMS NW, LLC	WORK ON HYDRO COMPUTER	$ 9,796.17
13832	DTG ENTERPRISES INC	WOOD	$ 226.58
13833	EDGE CONSTRUCTION SUPPLY	STICK PUMP	$ 217.22
13834	EUROFINS MICROBIOLOGY LAB	WATER TESTING	$ 148.29
13835	FAMILY FARM ALLIANCE	FFA DUES	$ 3,069.00
13836	FIAMO OCCUATIONAL MEDICINE	ANNUAL FIT TEST	$ 320.00
13814	FOSSEENS HOME & HEARTH INC	HEAT STOVE FOR RENTAL HOUSE	$ 5,617.15
13838	GUARDIAN SECUTIY SYSTEMS, INC.	SECURITY	$ 259.20
13837	H.D. FOWLER COMPANY INC	VALVE BOXES	$ 8,473.09
13839	HALVERSON NORTHWEST LAW GROUP	LEGAL FEES	$ 3,470.00
13840	HBQ, INC.	5/8 MINUS	$ 1,858.03
13842	INLAND FIRE PROTECTION, INC	ANNUAL INSPECTION	$ 830.88
13843	INTERSTATE ALL BATTERY CENTER	BATTERIES	$ 287.97
13846	JOHN R. LOWE	REC DUES JULY-SEPT	$ 900.00
13844	KGS NORTHWEST LLC	VALVE FOR REPAIR	$ 8,604.53
13845	LABORERS LOCAL #348	SEPT UNION DUES	$ 928.00
13847	MORTON'S SUPPLY, INC	GALV PIPE	$ 310.44
13848	N C MACHINERY CO	POWER BROOM	$ 7,357.07
13849	ONE CALL CONCEPTS, INC	EMERGENCY LOCATES	$ 242.72
13850	O'REILLY AUTO PARTS	REPAIR PARTS TRUCK#3	$ 810.98
13851	OXARC, INC	CYLINDER RENTAL	$ 91.01
13852	PACIFIC POWER	POWER BILL	$ 101,588.22
13853	PACIFIC STEEL	AIR VENT LIDS	$ 737.90
13854	PAPE KENWORTH NORTHWEST	AIR BAGS FOR DUMD	$ 309.68
13855	PARSEC COMPUTER CORPORATION	IT HOSTING	$ 2,048.87
13817	PARSONS BEHLE & LATIMER	LEGAL FEES	$ 4,010.32
13856	PITNEY BOWES	POSTAGE MACHING LEASE	$ 414.92
13818	PRICE FORD	CONTROL UNIT TRUCK# 32	$ 75.05
13857	PROCTOR SALES, INC	SHOP STOCK-GRISWOLD	$ 987.44
13858	QUILL CORPORATION	OFFICE SUPPLIES-CREW MARKERS	$ 348.23
13859	SAFETY, HEALTH, ENVIORMENTAL S	TRAINING	$ 1,750.00
13860	SCHAFFER MANUFACTURING CO.	OILS	$ 894.95
13861	SMITTY'S OUTDOOR POWER EQUIP	BRUSHES FOR WEED EATER	$ 274.98
13862	STAR RENTAL & SALES	TOOLS/SPRAY TANK	$ 244.70
13863	STEINS HARDWARE	REPAIR ON GHORMLER RD	$ 10.27
13864	STONEWAY ELECTRIC SUPPLY	BREAKER FOR SHOP	$ 12.54
13865	TIRE CENTERS, INC.	BUGGY TIRE FILL	$ 1,467.86
13866	U. S. CELLULAR	PHONES/COMMUNICATIONS	$ 1,287.55
13820	VALLEY ASPHALT SEALING INC	DRIVEWAY REPAIR-5012 SCENIC DR	$ 2,109.90
13812	VALLEY TITLE GUARANTEE	SELL TO SELL WTR TNFR	$ 379.05
13813	VALLEY TITLE GUARANTEE	BOLIN TO BOLIN FROST UNIT TNFR	$ 379.05
13867	VERIZON	PHONES/COMMUNICATION	$ 349.26
13868	WESTERN MATERIALS INC	CEMENT FOR CANAL	$ 1,944.00
13869	WHOLESAIL NETWORKS	INTERNET	$ 550.00
13870	WILBERT PRECAST, INC	CONCRETE RISER	$ 486.00
13871	WILBUR-ELLIS LLC	SPRAY	$ 84.61
13872	XEROX CORPORATION	COPIER LEASE	$ 170.62
13873	YAKIMA COUNTY GIS	MONTHLY GIS	$ 95.00
13874	YAKIMA WASTE SYSTEMS,INC	GARBAGE SERVICE	$ 131.77
		SUBTOTAL REGULAR BILLS:	**$ 218,752.04**

ELECTRONIC FUND TRANSFERS (EFT)

CHECK NO.	VENDOR NAME	DESCRIPTION	AMOUNT
7000268	CHETU	AUGUST INVOICING	$ 10,368.00
7000269	INTERNAL REVENUE SERVICE	FIT/OASDI/FICA PMT	$ 32,173.73
7000270	DEPART OF RETIREMENT SYSTEMS	RETIREMENT	$ 887.50
7000271	PITNEY BOWES	POSTAGE	$ 500.00
7000272	US BANK TREASURY DIVISION	MONTHLY SAFEKEEPING FEE	$ 28.00
7000273	NORTHWEST LABORERS	SEPTEMBER CREW PREMIUMS	$ 17,648.00
7000274	NORTHWEST LABORERS	SSEPTEMBER OFFICE PREMIUMS	$ 5,620.00
7000276	DEPART OF RETIREMENT SYSTEMS	SEPTEMBER DCP	$ 16,094.25
7000275	AFLAC	EE PREMIUMS	$ 304.98

SUBTOTAL EFTS:	$	73,256.46
TOTAL REGULAR BILLS & EFTs:	$	292,008.50
TOTAL BILL AMOUNT FOR MONTH:	$	698,334.71
LESS: PREVIOUSLY AUTHORIZED SPECIAL BILLS	$	-
TOTAL REGULAR BILLS & EFTs FOR APPROVAL:	$	698,334.71