MINUTES
REGULAR BOARD MEETING – APRIL 11, 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, Dan Keller, Jim Milton, Secretary-Manager Travis Okelberry, Assistant Manager Brian Boyd, H.R./Safety Program Manager Mandy Burkett, Assistant Treasurer Jody Araguz and Administrative Assistant Laurie Beth Hood.

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

1. Approve March 21st, 2024 – Board Meeting Minutes
2. Approve April 11th, 2024 – Board Meeting Agenda
3. Payroll for March 2024 - $91,170.24
4. USBR Storage – O & M - $61,995.71
5. RH2 – Cowiche SCADA - $18,609.78
6. RH2 - On-Call Services - $4387.34

A motion was made by Director Milton, seconded by Director Keller and passed, to approve payment of the regular bills for March 2024 in the amount of $1,088,368.48, minus bond investment of $1,006,659.58 = $81,708.90

A motion was made by Director Milton, seconded by Director Keller and passed, to approve the following water share transfer:

SHARES TRANSFER	*EXISTING SHARES*	*TRANSFERRED SHARES*	*RESULTING SHARES*
FROM: 171430-44406 JOHN C. TURNER	*1.95*	*-1.00*	*0.95*
TO: 171430-44402 JOHN & JANET TURNER	*0.00*	*+1.00*	*1.00*

A motion was made by Director Milton, seconded by Director Keller and passed, to approve Resolution 2024-12 regarding the Daily deposit policy.

A motion was made by Director Keller, seconded by Director Milton and passed, to approve Resolution 2024-13 regarding the Processing/Conveniency Fee for Card Transactions.

A motion was made by Director Keller, seconded by Director Milton and passed, to approve Resolution 2024-14, updating the Manager's name on the Water Smart Funding application from Rick Dieker to Travis Okelberry.

H.R./Safety Program Manger Burkett gave an update on the H/R /Safety:

1. Much effort and focus is going into updating the 2024 Policies/Procedures & Resolutions. Resolutions are being scanned and originals are currently compiled into one binder. Documents are being gathered to create the District policy & Procedure book as well as the Employee Manual.
2. Burkett is also working on the Purchase and Procurement policies to ensure compliance with State Auditor's recommendations.
3. Safety Committee report: Burkett is updating the Safety Manual and policies regarding the AC Pipe and Arc-Flash policies. Labor & Industries compliance division will be coming to YTID on May 1st to work collaboratively on ensuring our policies are current and in line with rules and regulations.

O & M Projects Report with Brian Boyd:

1. Assistant Manager Boyd gave a water start up status to the Board- Water delivery has started and is ongoing as individual turnouts and the LID are currently being charged. The Bureau of Reclamation currently does not have a dam-tender, so Boyd told the Board about the necessity to order water deliveries earlier than normal to get the the irrigation water releases when YTID needs them.
2. Repairs & Maintenance- Boyd reported on the Summitview/Mahre Road outage and the Englewood Rd. repairs that are currently in process.
3. Pumps & Hydros – YTID is currently testing the new hydro controls. A report was also given on the SCADA software.
4. Headgates- New controls have been installed for automation of the radial gate and an update was given to the Board about the Log boom installation.
5. Canal update -
    a. Assistant Manager Boyd gave a report on recent rock damage to the canal and side patching and repairs that have been necessary.
    b. It was the consensus of the Board that YTID hold off on purchasing "emergency pipe". This decision was made because there is not adequate storage area for said pipe on YTID property. Also, it was recently discovered that a local pipe manufacturer would be able to provide pipe to YTID in a timely manner should an emergency arise.
6. Administration-
    a. Assistant Manager Boyd is continuing to review the Emergency Action Plan.
    b. The Workorder/Timecard system is being tested out and the system will be launched during the Summer after water start up.
    c. He is also working on the requirements to qualify for the Sales Tax Reimbursement program through WA. State.

Manager Okelberry updated the Board on the Project updates regarding the Tieton River Restoration & Water Supply Reliability Project: He informed the Board that he has not heard back from B.O. R., Ecology or the Yakima Nation on these elements in regard to the N.F.C.C.R. project. Studies are still ongoing for the following items:

1. Schedule/Timing
2. Property – It was the consensus of the Board that YTID move ahead on the next steps necessary to possibly acquire this property. A Realtor would need to be hired, possibly using an RFP, to investigate current leases on this property for their profitability and/or possible detriment to the district. These leases are as follows: a cell tower lease, power lease, cattle lease and solar company lease. The Board may sit in on a special Board meeting to review next steps in acquiring said property.
3. The Manager has not heard anything further regarding the water rights issues.
4. Biological benefits are still being studied.
5. Cultural Impacts – YTID is looking into possible cultural impacts regarding the fisheries and possible negative feedback regarding filling this proposed reservoir. More research will be necessary on this issue.
6. Geo-Technical- It was discovered that "De-commission" reports for wells drilled on this property (ordered by Jacobs), were not supplied to YTID, therefore these "wells" were listed as assets. Steps are currently being taken to rectify this situation.

Manager Okelberry spoke with the Board regarding Practical Solutions/Alternatives:

1. One possible solution to extend the life of the canal is to re-line it with mortar. Staff is currently obtaining bids for this work, which would begin in Fall of 2024. The Manager asked the Board to consider setting a earlier and specific shut off date for irrigation water, so the crew and or companies hired to do this mortar work will have adequate time to complete it, as well as continue with any other necessary repairs & maintenance.

2. The Manager is looking at implementing a Hazard mitigation plan that would include looking at things like slides, trees, boulders, under-shots.
3. The Manager discussed the SCADA controls & automation.
4. The Manager also asked the Board if YTID should be looking into ways to address the upper half of the canal by implementing usage of Precast concrete box-culvert/pipe, being that this may not be part of the Integrated Plan.

Considerations: The Manager discussed what would happen should YTID decide to forgo addressing these issues and the high cost of not doing anything, in the event of a canal failure.

Comparisons: The Manager discussed the following cost comparisons from repair work done in past years and the current cost of doing those same projects in 2023-24, showing the percentage of increase as well.

1980 repair cost $1.5 M – 5.6M in 2023 (+273%)
1985 repair cost $191K – 543K in 2023 (+184%)
1998 repair cost $750K – 1.4 M in 2023 (+90%)
1980 debt service $70M – 275M in 2024 (+292%)
1980 debt service $ 30M – 113M in 2024 (+277%)

The Manager gave the Board an update on French Canyon reservoir (5ft raise). After some delays, Yakima County has finalized the County Shoreline Permit that was required. Construction is still moving forward.

Manager Okelberry gave his monthly report to the Board:

a. TWSA/River Ops: The B.O.R. April 2024 total water supply available forecast for the Yakima basin indicates the water supply will not fully meet irrigation demands this season. The early estimate of the Total Water Supply available for the April-September period indicates Senior water rights will receive 100% full entitlements, but junior water rights will receive 63% of their full entitlements. Storage in the Yakima Basin is at 71%.
b. The Manager updated the Board on the SOAC (System Operations Advisory Committee). Non-consumptive water is preserved through diversion reduction agreements with irrigation districts, including Sunnyside and Roza. This is used to increase target flows. The Chandler subordination was approved, which will put 3000 cfs back instream and there will be no subordination for Roza this year.
c. YRBWEP/YBIP update – This year is considered a drought year.
d. 2023 Financial Reports – CLA has been assisting YTID with our financials and will require additional funding to complete their report. The district has decided that it will complete an RFP to compare costs of a number of accounting firms, to hopefully obtain the same service at a lower rate.
e. The State audit Exit conference is scheduled for 4-16-2024 @ 2:00 pm. The Board members will not be able to attend due to conflicts in their schedules.
f. The Washington State DRS Review/Audit: Compliance Review Exit Conference is scheduled for 4-15-2024 at 8:00 am. A review will be sent to the Board members upon completion of the meeting.
g. The Manager gave an update on grants for the Appraisal study. YTID will receive a total of $184K from USBR/DOE ($92k each) within the next few months.
h. The Manager spoke briefly regarding the Budget report. Two-line items will be changing. The State auditor fees will be higher due to extra work needed. The YTID income will be less than what was shown on the original budget, due to not collecting Credit card convenience fees from customers using this service.
i. Management would like to implement a Non-Sufficient funds Policy draft that would then be approved by the Board. The cost for the NSF checks would be assessed to customers and would cover the costs of administration/crew labor, as well as bank fees levied for NSF checks.

j. The Manager let the Board know that there were some issues with the Board member bonds and it looked as though a few of them had expired. Assistant Treasurer Araguz is currently looking into this issue.

President Smith declared the Board would go into Executive Session pursuant to RCW 42.30.110 (1)(g) 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 the Executive Session would be 30 minutes, beginning at 1:50 p.m. The Executive Session will be concluded, or extended by public announcement, at the conclusion of this 30 minute period, which shall be 2:20 p.m. At 2:20 p.m., the Executive Session ended.

The Board asked how YTID contacts customers to let them know of water outages in the system. They were informed that staff posts a map (or a description of the outage area) along with the dates of work/service on the YTID website. Per the Board's request, Management will look into other systems possible of contacting customers, whether it be by text or phone or email and costs involved.

There being no further business, the meeting was adjourned at 2:30 p.m. by President Smith.

RON SMITH, PRESIDENT

TRAVIS OKELBERRY, SEC. MANAGER

YAKIMA-TIETON IRRIGATION DISTRICT

APRIL 2024

Check No. 12880-12942, EFT No. 7000000 - 7000014, & Void Check 12888

SPECIAL APPROVED BILLS FROM PREVIOUS BOARD MEETING 04/11/2024

CHECK NO.	VENDOR NAME	DESCRIPTION	AMOUNT
12880	BUREAU OF RECLAMATION	OPERATION & MAINTENANCE COSTS	61,995.71
12881	RH2 ENGINEERING,INC	COWICHE HYDRO SCADA	22,997.12
12882	VALLEY TITLE GUARANTEE	WTD TURNER II TO TURNER	379.05
		SUBTOTAL SPECIAL APPROVED BILLS:	**$ 85,371.88**

FIRST OF THE MONTH BILLS - APRIL 2024

ECK NO.	VENDOR NAME	DESCRIPTION	AMOUNT
83	COMPU-TECH, INC	MARCH COMPUTECH OFFICE DATA	2,719.62
12884	LABORERS LOCAL #348	APRIL UNION DUES	912.00
12885	PACIFIC POWER	APRIL POWER EXPENSE	9,626.16
12886	SOLARITY CREDIT UNION	K. CHOATE DEPOSIT	100.00
12887	U. S. CELLULAR	APRIL TABLETS/TELEPHONE	1,139.75
		SUBTOTAL FIRST OF THE MONTH BILLS FOR APRIL:	**$ 14,497.53**

APPROVED BY DISTRICT MANAGER

CHECK NO.	VENDOR NAME	DESCRIPTION	AMOUNT
12888	VOID - Printer Error	VOID	0.00
12889	YAKIMA COUNTY	SHORELINE CONDITIONAL PERMIT	3,295.00
12890	YAKIMA COUNTY	SHORELINE SBSTNL DVLPMT PERMIT	675.00
		SUBTOTAL APPROVED BY DISTRICT MANAGER:	**$ 3,970.00**
		TOTAL: PREVIOUSLY AUTHORIZED	**$ 103,839.41**

REGULAR BILLS FOR APRIL 2024

CHECK NO.	VENDOR NAME	DESCRIPTION	AMOUNT
12891	CENTURYLINK/ DAMAGE CLAIMS	DAMAGE DURING DIGGING	2,196.22
12892	ACE/ROY'S HARDWARE	ICE MACHINE INSTALL	12.95
12893	AKLAND PUMP & IRRIGATION	GLUE & PRIMER FOR PVC	232.76
12894	AM BRANAM TOOLS, INC	REPLACEMENT TOOLS	226.98
12895	BAUGHMAN SAW SHOP	2 STROKE OIL	173.87
96	BENTON RURAL ELECTRIC ASSN.	POWER & LIGHT EXPENSES	22.37
97	BIG STATE INDUSTRIAL SUPPLY	HR SAFETY	567.64
98	CARBONATED CARPET SOLUTIONS	CARPET CLEANING	305.00
12899	CENTRAL PRE-MIX CONCRETE	GRAVEL	1,409.68
12900	Christensen, Inc	FUEL EXPENSE	7,653.45
12901	CINTAS CORPORATION #605	RUG & SUPPLIES	183.04
12902	CLIFTONLARSONALLEN	ACCOUNTING FEES	7,350.00
12903	COMPU-TECH, INC	APRIL SOFTWARE & SUPPORT	585.00
12904	EDGE CONSTRUCTION SUPPLY	TOOLS & SUPPLIES	169.54
12905	FIAMO OCCUATIONAL MEDICINE	RANDOM/ PRE EMPLOYMENT TESTING	295.00
12906	H.D. FOWLER COMPANY INC	PIPELINE PARTS	19,875.58
12907	GUARDIAN SECUTIY SYSTEMS, INC.	BUILDING SECURITY ALARM	259.20
12908	HALVERSON NORTHWEST LAW GROUP	PROFESSIONAL SERVICES	1,036.70
12909	HELLIESEN LUMBER	FENCE REPAIR	253.12
12910	LAURIE BETH HOOD	FUEL EXPENSE	29.48
12911	INLAND PIPE	1 1/4 GATE VALVES	1,528.87
12912	KGS NORTHWEST LLC	VALVES	7,851.58
12913	JOHN R. LOWE	LEGAL FEES	300.00
12914	MBI CONSTRUCTION SERVICES, INC	PRV FLANGE	3,357.30
12915	MEBULBS LIGHTING	BUILDING REPAIRS	725.04
12916	MENKE, JACKSON & BEYERS	LEGAL FEES	397.50
12917	MORTON'S SUPPLY, INC	LOG BOOM PIPE	297.96
12918	NAPA AUTO PARTS	#18 TRUCK PARTS	43.32
12919	ONE CALL CONCEPTS, INC	CALL BEFORE YOU DIG	265.54
12920	O'REILLY AUTO PARTS	WASHER FLUID	516.40
21	OXARC, INC	GAS	265.78
22	PACIFIC POWER	APRIL POWER EXPENSE	701.61
23	PARSEC COMPUTER CORPORATION	APRIL IT SERVICES	78.41
12924	PLATT ELECTRIC	TOOLS & SUPPLIES	568.30
12925	QUILL CORPORATION	OFFICE SUPPLIES	651.74
12926	RH2 ENGINEERING,INC	COWICHE HYDROCONTROLS UPGRADE	8,728.64
12927	SIX ROBBLEES' INC	CABLE TIE FOR HEADGATES	35.78
12928	OFFICE OF STATE AUDITOR	STATE AUDIT FEES	3,129.75
12929	STEINS HARDWARE	ICE MACHINE INSTALL	263.71
12930	STRIPE RITE INC,	ROAD PATCHES	5,687.67
12931	TACOMA SCREW PRODUCTS, INC	SUPPLIES FOR TRUCK #10	324.25
12932	TIRE CENTERS, INC.	TIRES & FLAT REPAIR	552.67
12933	VALLEY FORD SALES, INC	WIRE HARNESS	190.51
12934	VERIZON	TELEMETRY	39.02

YAKIMA-TIETON IRRIGATION DISTRICT
APRIL 2024

Check No. 12880-12942, EFT No. 7000000 - 7000014, & Void Check 12888

CHECK NO.	VENDOR NAME	DESCRIPTION	AMOUNT
12935	WEAVER DISTRIBUTING	WASHERS	12.12
12936	WILBERT PRECAST, INC	AIRVENT	561.60
12937	WILBUR-ELLIS LLC	SPRAY	399.55
12938	XEROX CORPORATION	APRIL PRINTER METER READS	205.92
12939	YAKIMA CHRYSLER,DODGE,JEEP	TRUCK MAINTENANCE #15	456.61
12940	YAKIMA COOPERATIVE ASSOCIATION	BACKPACK SPRAYER	175.07
12941	YAKIMA COUNTY	WEB BASED GIS	85.00
12942	YAKIMA WASTE SYSTEMS,INC	APRIL GARBAGE SERVICES	122.
		SUBTOTAL REGULAR BILLS FOR APRIL:	**$ 81,357.0**

ELECTRONIC FUND TRANSFERS (EFT) FOR APRIL

CHECK NO.	VENDOR NAME	DESCRIPTION	AMOUNT
7000000	AFLAC	APRIL AFLAC PREMIUMS	503.49
7000001	CENTURYLINK	APRIL TELEPHONE	136.20
7000002	CENTURYLINK	APRIL TELEPHONE	883.29
7000003	CENTURY LINK	APRIL TELEPHONE	167.52
7000004	DEPART OF RETIREMENT SYSTEMS	2024.04 EE & ER DRS PAYMENT	21,953.17
7000005	DEPT OF SOCIAL & HEALTH SERV	2024.04 CHILD SUPPORT	182.80
7000006	EMPLOYMENT SECURITY DEPARTMENT	Q1 2024 PAYROLL QUARTERLIES	11,281.94
7000007	INTERNAL REVENUE SERVICE	2024.04 ER SS & MEDI	32,065.39
7000008	LABOR & INDUSTRIES	Q1 2024 PAYROLL QUARTERLIES	7,193.20
7000009	NORTHWEST LABORERS	APRIL CREW INSURANCE	16,304.00
7000010	NORTHWEST LABORERS	APRIL OFFICE SINRUACNE	6,360.00
7000011	TRAVELERS	REINSTATE A. JUDD'S BOND	175.00
7000012	US BANK TREASURY DIVISION	SAFEKEEPING FEE	72.00
7000013	VISA-U S BANK	MARCH & APRIL CC EXPENSES	8,946.78
7000014	Yakima Clean Team	APRIL JANITORIAL	585.00
		SUBTOTAL EFTS FOR APRIL:	**$ 106,809.78**
		TOTAL REGULAR BILLS & EFTs:	**$ 188,166.82**
		TOTAL BILL AMOUNT FOR MONTH OF APRIL:	**$ 292,006.2**
		LESS: PREVIOUSLY AUTHORIZED	**$ 103,839.4**
		TOTAL REGULAR BILLS AND EFTs FOR APRIL:	**$ 188,166.8**