MINUTES
REGULAR BOARD MEETING – MAY 16TH, 2024
BOARD OF DIRECTORS
YAKIMA-TIETON IRRIGATION DISTRICT

The Board meeting was called to order by President Ron Smith at 12:02 p.m. Present were Directors Andy Judd, Dan Keller, Jim Milton and Chuck Turner, Secretary-Manager Travis Okelberry, Assistant Manager Brian Boyd, Project Coordinator Josh Akehurst, and Administrative Assistant Laurie Beth Hood. Todd Hunziker of Jacobs entered the meeting at approximately 2:45 p.m. and left the meeting at approximately 2:30 p.m. Nathan Draper entered the meeting at approximately 12:50 p.m. and left the meeting at approximately 2:56 p.m.

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

1. Approve April 11th , 2024 – Regular Board Meeting Minutes
2. Approve April 29th, 2024 – Special Board Meeting Minutes
3. Approve May 16th, 2024 Board Meeting Agenda
4. Payroll for April 2024 - $131,852.35
5. WSWRA dues - $24,650.50
6. CSNW (Hydro upgrades) - $41,152.00
7. Washington State DRS - $52,568.76
8. State Auditor's office - $1,808.30
9. Jacobs – French Canyon Dam Raise - $50,670.90
    a. Invoice #:D3692000017 (Through March 29th, 2024) - $23,672.70
    b. Invoice #:D3692000018 (Through April 26, 2024) - $26,998.20
10. RH2 – Headgates Controls - $1,600.28

A motion was made by Director Milton, seconded by Director Turner, and passed, to approve payment of the regular bills for April 2024 in the amount of $188,166.82.

A motion was made by Director Judd, seconded by Director Turner and passed, to approve the Land Reclassification for Parcel # 181318-42401 (Ingram) and the following water share transfer:

SHARES TRANSFER	*EXISTING SHARES*	*TRANSFERRED SHARES*	*RESULTING SHARES*
FROM: 181318-42402 GILBERTO D. TRUJILLO	*6.56*	*-1.00*	*5.56*
TO: 181318-42401 KIRAH N. INGRAM	*0.00*	*+1.00*	*1.00*

A motion was made by Director Judd, seconded by Director Turner and passed, to authorize the Treasurer to proceed with Certificates of Delinquency for all YTID parcels subject to foreclosure in 2024, and take all necessary action, including foreclosure, to collect these amounts.

a. Currently one delinquent parcel (181321-13020)

The Manager notified the Board members that they are eligible for PERS as elected officials, as directed, per the DRS audit.

A motion was made by Director Turner, seconded by Director Milton and passed, to approve Resolution 2024-15, to contract with the Municipal Research Services Center of Washington (MRSC) and to have their official rosters hosted in the online database for District use for small public works contracts, consulting services and vendor services, developed and maintained by MRSC through MRSC Rosters. This Resolution authorizes District Staff to sign that contract.

H.R./Safety Program: Travis Okelberry gave an update on the H.R./Safety program:

a. HR – Policies/Procedures/Resolutions/Employee Manual – update:

1. The Employee Manual final draft has been completed and ready for Management staff to review. Once the Management staff reviews the draft, then it will be submitted to the Board for review.
2. H.R. Manager Burkett is also working on the Purchase and Procurement policies, as well as MRSC, to ensure compliance with State Auditor's recommendations.

b. Safety Committee Report:

1. At our request, L& I visited YTID the main office/property, to conduct an "Consultation" Electrical Safety inspection. This Consultation provided guidance and awareness on items that could potentially be an issue during any future L & I inspections. The L & I Consultation notes were provided to the Board regarding specific findings and the agreed date to correct any potential hazards. The Board mentioned that it would be a good idea to schedule these Consultation inspections on an ongoing basis.

O & M Projects Report with Brian Boyd:

1. Assistant Manager Boyd reported that since water delivery has started, crews are continuing on-going maintenance and installing new deliveries per customer requests.
2. The TWSA/River Ops report states there will be a 54% proration as of 5/3/2024. Precipitation in March and April has been below 50% of average and has caused the TWSA and pro-rationing rates to drop successively. The weather forecast does have some precipitation in the forecast for April 25th-May 1, but April precipitation will still end well below average.
3. The SOAC report noted heavy sockeye movement in the river. A recommendation was made for a coinciding pulse flow to assist with this movement.
4. Pumps & Hydros – The Programable Logic Controller (PLC) is in place and is up and running and for the final step, the electrician has been scheduled to finish up the installation.
5. Headgates- New controls have been installed for automation of the radial gate and the Log boom installation has been completed.
6. Assistant Manager Boyd gave a Canal update :
    a. After discussing procurement times for pipe delivery, it was the consensus of the Board to approve purchase of pipe for "emergency usage" and to have it on site at the YTID.
7. There was some discussion regarding removing CMP pipe that is currently being stored up near the canal. The staff will be looking into various possible ways to remove this pipe safely, as the public has been using it for target practice.
8. Assistant Manager Boyd gave an update on Administrative items :
    a. The Workorder/Timecard system is scheduled to begin in June of 2024.
    b. Assistant Manager Boyd is currently working on the requirements to qualify for the Sales Tax Reimbursement program through WA. State.
    c. MRSC rules and guidelines are being reviewed to enable YTID to surplus and/or purchase equipment using the sealed bid process.

Manager Okelberry updated the Board on the Project updates regarding the Tieton River Restoration & Water Supply Reliability Project:

A. The Manager informed the Board that the N.F.C.C.R. project was not discussed at the Yakima River Basin Integrated Plan's April/May meeting. The Manager also stated that SOAC may take issue with moving "extra water" into the NRCCR,

because that water is viewed as being beneficial for fish. Studies are still ongoing for the following items: Schedule/timing, Property acquisition, Water rights, biological benefits, cultural impacts, and the Geotechnical studies. The owner of the property at the potential NFCCR site has given the Manager information on the various leases on said property. The Manager also informed the Board that Peter Dykstra will not be available to help YTID on this project, which will necessitate that YTID hire someone else.

At approximately 12:52 p.m., President Smith declared that the Board would go into executive session per RCS 42.30.110 (i) 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 ½ hour. The Executive session would be concluded or extended by public announcement at the conclusion of the half-hour period, which began at 12:52 p.m. At 1:22 p.m., the Executive session was extended by President Smith by a public announcement an additional 10 minutes. At 1:32 p.m., the Executive session was extended by a public announcement an additional 10 minutes. The Executive session ended at approximately 1:42 p.m.

B. Todd Hunziker updated the Board on the French Canyon (5ft raise) project:

1. The permits have all been submitted.
2. Recent challenges & obstacles:
    a. There are staffing shortages at the Bureau of Reclamation, NMFS, USFWS, and Yakima County.
    b. The ESA consultation and the NEPA will not be completed before the October work window.
    c. The Bureau of Reclamation offered no workarounds or solutions to this; effectively requiring that YTID move the construction of this project to October of 2025.
3. The Reclamation agreement for this project will expire on June 30th, however, Reclamation will assist YTID with the amendment necessary to extend the agreement.
4. Invoices need to be submitted from current work that has been completed, thereby drawing down the existing funds, which will allow additional funds from the cost share to become available. Jacobs will work with YTID on submitting the appropriate invoices.
5. Due to permitting delays and the need to move the construction date to 2025, project costs will increase for construction and administration, necessitating the need for new quotes. However, this delay could benefit YTID, as there is a possibility of obtaining a 50/50 cost share split for this project with the Bureau of Reclamation.
6. Mr. Hunziker also informed the Board that this small addition of water storage in the French Canyon Dam may provide YTID with a less expensive option for updating the canal. YTID would have the option of laying FRP pipeline within the existing canal and this could possibly give the district greater operational flexibility.

Director Turner left the Board meeting at approximately 2:15 p.m.

C. State Audit: The exit conference has been completed and the Board has been provided with a copy of the State Audit final report.
D. A motion was made by Director Milton, seconded by Director Judd and passed, to direct YTID to pay the balance due to the D.O.R. in the amount of $52,568.76, thereby relieving the burden to employees of paying back fees that were not collected on their behalf.
E. The Manager gave a report on the Budget and Financial position. We are currently on track with our budget spending and have $13.9M of current funds available.
F. The Manager informed the Board that a group of people who were hiking the canal lost their dog after it fell into the canal. There was some discussion as to the

plausibility of erecting a warning sign regarding the swift water flow in the canal. Since the Bureau of Reclamation owns this property, Management is going to check with them regarding this request.

G. A motion was made by Director Keller, seconded by Director Milton and passed, to approve attendance of the Manager to the WSWRA Board meeting/retreat in Suncadia, WA. On May 18th/19th, 2024.

At approximately 2:51 p.m., President Smith declared that the Board would go into executive session per RCS 42.30.110 (i) 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 5 minutes. The Executive session would be concluded or extended by public announcement at the conclusion of the 5-minute period, which began at 2:51 p.m. The Executive session ended at approximately 1:56 p.m.

There being no further business, the meeting was adjourned at 3:00 p.m. by President Smith.

RON SMITH, PRESIDENT

TRAVIS OKELBERRY, SEC. MANAGER

YAKIMA-TIETON IRRIGATION DISTRICT

MAY 2024

Check No. 12943 - 12999 & EFT No. 7000016 - 7000027

SPECIAL APPROVED BILLS FROM PREVIOUS BOARD MEETING

CHECK NO.	VENDOR NAME	DESCRIPTION	AMOUNT
12943	CH2M HILL, INC	FRENCH CANYON DAM RAISE PROJECT	50,670.90
12944	CONTROL SYSTEMS NW, LLC	COWICHEE HYDRO	41,152.00
12945	RH2 ENGINEERING,INC	HEADGATES AUTOMATION	1,600.28
12946	OFFICE OF STATE AUDITOR	STATE AUDIT	1,808.30
12947	VALLEY TITLE GUARANTEE	WATER TRANSFER - WYCOFF/INGRAM	379.05
12948	WA STATE WATER RESOURCES ASSOC	2024 WSWRA ANNUAL DUES	24,650.50
		SUBTOTAL SPECIAL APPROVED BILLS:	**$ 120,261.03**

END OF MONTH BILLS

CHECK NO.	VENDOR NAME	DESCRIPTION	AMOUNT
12949	JOHN R. LOWE	MISSED BILLING FROM INV. 80524	300.00
12950	SANGER LAW, P.C.	QURTLY COALITION EXPENSES	600.00
12951	GUARDIAN SECUTIY SYSTEMS, INC.	BUILDING SECURITY ALARM	259.20
12952	LABORERS LOCAL #348	MAY UNION DUES FOR CREW	912.00
12953	PACIFIC POWER	MAY POWER EXPENSE	4,517.19
12954	PARSEC COMPUTER CORPORATION	IT SERVICES	3,774.58
12955	SOLARITY CREDIT UNION	MAY EE SOLARITY DEPOSIT	100.00
12956	U. S. CELLULAR	MAY TELEPHONE/TABLETS	1,334.91
		SUBTOTAL END OF MONTH BILLS:	**$ 11,797.88**
		TOTAL - PREVIOUSLY AUTHORIZED:	**$ 132,058.91**

REGULAR BILLS

CHECK NO.	VENDOR NAME	DESCRIPTION	AMOUNT
12957	ACE/ROY'S HARDWARE	SHOP	134.88
12958	AM BRANAM TOOLS, INC	AIRCHECK	168.09
12959	BAUGHMAN SAW SHOP	PARTS	156.41
12960	CASCADE INDUSTRIAL & HYDRAULIC	BACKHOE CYLINDER	820.16
12961	CENTRAL CHAIN & TRANSMISSION	PULLYS FOR AC AT HYDRO	551.38
12962	CINTAS CORPORATION #605	RUGS & SUPPLIES	295.07
12963	COLUMBIA RIGGING COPR	CABLE TO PULL LOG BOOM	406.32
12964	CONTROL SYSTEMS NW, LLC	COWICHE HYDRO TELEMETRY PANEL	5,307.03
12965	EDGE CONSTRUCTION SUPPLY	RESPERATOR	1,134.63
12966	FARM BUREAU	YAKIMA COUNTY FARM BUREAU DUES	125.00
12967	FOOTHILLS IRRIGATION	BUILDING REPAIRS	293.45
12968	H.D. FOWLER COMPANY INC	REGULATOR REBUILD KITS	9,729.49
12969	GUARDIAN SECUTIY SYSTEMS, INC.	BUILDING SECURITY ALARM	259.20
12970	HALVERSON NORTHWEST LAW GROUP	LEGAL FEES	1,173.45
12971	HBQ, INC.	ROCK FOR HEADGATES	227.86
12972	HELLIESEN LUMBER	BUILDING MATERIAL	1,615.87
12973	INLAND PIPE	PIPELINE & TURNOUT REPAIRS	296.39
12974	KGS NORTHWEST LLC	PIPELINE & TURNOUT REPAIRS	6,011.40
12975	JOHN R. LOWE	LEGAL FEES	300.00
12976	MENKE, JACKSON & BEYERS	LEGAL FEES	1,254.50
12977	MORTON'S SUPPLY, INC	TRUCK #5	9.20
12978	TRAVIS OKELBERRY	MILEAGE RMBST - REC ANNUAL FORUM	290.38
12979	ONE CALL CONCEPTS, INC	811 CALL TO DIG	257.02
12980	O'REILLY AUTO PARTS	PM PARTS	190.14
12981	ORCHARD & VINEYARD SUPPLY, LLC	LOPPERS FOR TRUCK #14	70.58
12982	PAPE KENWORTH NORTHWEST	AC LINES	1,529.96
12983	PARSEC COMPUTER CORPORATION	IT SERVICES	1,443.49
12984	PLATT ELECTRIC	RELAYS FOR HYDRO	16.07
12985	QUILL CORPORATION	OFFICE SUPPLIES	383.66
12986	RH2 ENGINEERING,INC	COWICHE HYDRO PRV	757.68
12987	RUSSELL CRANE SERVICE, INC.	LOG BOOM INSTALL	4,396.68
12988	STANDARD PAINT	PAINT FOR HEADGATE HOUSE	138.49
12989	STEINS HARDWARE	TOOLS & EQUIPMENT EXPENSE	125.75
12990	TACOMA SCREW PRODUCTS, INC	DRILL BITS	165.02
12991	TIRE CENTERS, INC.	TRUCK #12 NAIL IN TIRE	239.28
12992	VERIZON	TELEMETRY	156.14
12993	WEAVER DISTRIBUTING	BOLTS FOR SHOP STOCK	375.60
12994	WESTERN MATERIALS INC	CEMENT	2,949.54
12995	WILBUR-ELLIS LLC	SPRAY	399.55
12996	XEROX CORPORATION	MAY PRINTER METER READS	183.51
12997	YAKIMA COUNTY	GIS	85.00
12998	YAKIMA COUNTY AUDITOR	MULTI DELIVERY TURNOUT AGREEMENT	308.50
12999	YAKIMA COUNTY SOLID WASTE DIV	TURNOUT DEBRIS	397.75
		SUBTOTAL REGULAR BILLS:	**$ 45,129.57**

YAKIMA-TIETON IRRIGATION DISTRICT

MAY 2024

Check No. 12943 - 12999 & EFT No. 7000016 - 7000027

ELECTRONIC FUND TRANSFERS (EFT)

CHECK NO.	VENDOR NAME	DESCRIPTION	AMOUNT
7000016	AFLAC	MAY AFLAC PREMIUMS	503.49
7000017	CENTURYLINK	MAY TELEPHONE EXPENSE	859.62
7000018	CENTURY LINK	MAY TELEPHONE	154.52
7000019	CHETU INC.	MONTHLY CHETU BILLING	5,184.00
7000020	DEPART OF RETIREMENT SYSTEMS	MAY DEPT. OF RETIREMENT SYSTEM	74,384.[illegible]
7000021	DEPT OF SOCIAL & HEALTH SERV	MAY CHILD SUPPORT PAYMENT	182
7000022	INTERNAL REVENUE SERVICE	MAY FEDERAL INCOME TAX	32,324
7000023	NORTHWEST LABORERS	MAY MEDICAL PREMIUMS CREW	16,304
7000024	NORTHWEST LABORERS	MAY MEDICAL PREMIUMS OFFICE	6,360.00
7000025	US BANK TREASURY DIVISION	MONTHLY SAFEKEEPING FEE	3,118.56
7000026	VISA-U S BANK	YAKIMA JOINT BOARD MEETING	4,970.96
7000027	Yakima Clean Team	MAY JANITORIAL	585.00
		SUBTOTAL EFTS:	**$ 144,932.16**
		TOTAL - REGULAR BILLS & EFTs:	**$ 190,061.73**

TOTAL BILL AMOUNT FOR MONTH:	**$ 322,120.64**
LESS: PREVIOUSLY AUTHORIZED	**$ 132,058.91**
TOTAL REGULAR BILLS & EFTs FOR APPROVAL:	**$ 190,061.73**