MINUTES
REGULAR BOARD MEETING – JUNE 13TH, 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 and Chuck Turner, Secretary-Manager Travis Okelberry, Assistant Manager Brian Boyd, Project Coordinator Josh Akehurst, and Administrative Assistant Laurie Beth Hood. There were no visitors.

A motion was made by Director Turner, seconded by Director Judd and passed, to approve the following Consent Items: (with a correction to be made to the May 16, 2024 Board Meeting Minutes regarding pulse flows, with said changes to be approved at the July 11, 2024 Board Meeting)

1. May 16th, 2024 – Regular Board Meeting Minutes
2. June 13th, 2024 Board Meeting Agenda
3. Payroll for May 2024 - $131,708.72
4. Jacobs - $22,098.30

A motion was made by Director Milton, seconded by Director Turner, and passed, to approve payment of the regular bills for May 2024 in the amount of $190,061.73.

A motion was made by Director Keller, seconded by Director Turner and passed, to approve Resolution 2024-16 for Surpluses of Equipment: 1976 CAT D-3, 1990 Kenworth Dump T-800 and the 2002 Case 580C Backhoe.

Manager Okelberry discussed a letter he received from Met Life Real Estate Lending LLC, requesting that YTID sign a "Notification of Pledge of Water Stock" on a loan procured by Monson AG Legacy Holdings LLC. It was the consensus of the Board, upon recommendation of our Attorney, that YTID decline to sign this request.

Manager Okelberry shared with the Board that, per their request, office staff researched other title companies in Yakima County that process Water Share Transfers. YTID has been using Valley Title for this service and found that Schreiner Title provides this service as well. However, Schreiner Title is located in Sunnyside and due to that location, it would make the required processes for water share transfer closings more difficult to navigate. Costs for both companies were about the same. It was the consensus of the Board that YTID continue to use Valley Title for this service.

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

HR – Policies/Procedures/Resolutions/Employee Manual – update: H.R. Manager Burkett is still working on the Purchase and Procurement policies, as well as MRSC, to ensure compliance with the State Auditor's recommendations.

Safety Committee Report: 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 Board notified that potential hazards have already been addressed and fixed. Our office will contact them annually to conduct future "Consultation" Electrical Safety Inspections.

O & M Projects Report with Brian Boyd:

1. The TWSA/River Ops report stated the system went on pro-rationing May 21, 2024. The current pro-ration rate is 47% based on the June 1, TWSA. Storage control has yet to be

set, reservoir flows are still building storage. Precipitation for the five reservoirs for June 1 to date is 7.65 inches, or 282% of average and 103% of the months average! Rimrock is at 88% full.

2. After discussing updated procurement times for obtaining "emergency usage" pipe, it was the consensus of the Board that YTID order 150' to place on-site.
3. There was some discussion regarding removing CMP pipe that is currently being stored up near the canal. In order to remove the pipe it would need to be cut into pieces or airlifted out via helicopter, so it was the consensus of the Board to leave the pipe where it is. This pipe could possibly be used in the future in case of an emergency and salvaged for transition pieces.
4. Assistant Manager Boyd is currently working on the requirements to qualify for the Sales Tax Reimbursement program through WA. State and will be working with the Assistant Treasurer Araguz to move forward on this item. Additional assistance on this process has been obtained by other irrigation districts in the region that have already done this.
5. Equipment surplus status: Per our Resolution, the YTID process to surplus equipment is to place an ad in the Yakima Herald asking for sealed bids by a certain date. Once all bids are obtained, the sealed bids will be opened at the next scheduled board meeting.
6. The Workorder/Timecard system soft launch began as of June 2024. Staff are currently working with Chetu to identify any glitches so they can be addressed.
7. Assistant Manager Boyd will have comparable prices at the July Board meeting to share with the Board, so YTID can purchase a dump trailer and the compact track loader, both of which were pre-authorized in the budget to purchase this year.

Manager Okelberry updated the Board on the following projects:

A. French Canyon Dam Raise:
Still working through the permit process to continue the French Canyon Reservoir 5' raise. An easement access agreement will need to be signed by land owner.

B. Main Canal:
Being that the focus on the canal upgrades has been narrowed down to a gravity solution, the Manager discussed Main Canal criteria regarding the future scope of work. It was the consensus of the Board that the initial focus should be on the upper half of the canal. After some discussion, the Board asked that cost information be gathered for upgrading/repairing/replacing the upper half of the main canal. These options could include the following items:
    - Possibly replacing the upper canal with box culvert
    - Repair upper canal using a cement/mortar liner
    - Possibly adding additional cover over sections of the canal
    - Using flow transmitters
    - Automated spillways
    - Installing SCADA controls and automation.

The Management team has discussed starting an Off-Season Work Plan Committee, to identify projects and maintenance work needed after water shut-off. There was also some discussion about moving the irrigation water shut-off date to an earlier time, thereby enabling this work to be completed. This earlier shut-off date would be flexible if changes are needed due to weather conditions, etc.

The Manager gave an update on the YRBWEP/YBIP quarterly meeting in Richland.

The Manager let the board know that we are on track to stay within our Budget for the year.

A motion was made by Director Judd, seconded by Director Turner and passed, to approve the District Manager to attend the NWRA meeting in Kennewick July 23-25.

The Manager gave a report on the Renewable Energy Coalition annual meeting.

At approximately 1:18 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 1:18 p.m. The Executive session ended at approximately 1:48 p.m.

In other business, the Manager has been working with the B.O.R. to see if they would allow "caution" signs to be put up in the area where a dog jumped into the canal and drowned. The Manager also checked with Oak Creek Forest and WDFW to see if they had an issue with it and neither entity did, unless digging was involved.

There being no further business, the meeting was adjourned at 1:55 p.m. by President Smith.

RON SMITH, PRESIDENT

TRAVIS OKELBERRY, SEC. MANAGER

YAKIMA-TIETON IRRIGATION DISTRICT
JUNE 2024

Check No. 13000 - 13044 & EFT No. 7000028 - 7000044

SPECIAL APPROVED BILLS FROM PREVIOUS BOARD MEETING

CHECK NO.	VENDOR NAME	DESCRIPTION	AMOUNT
13000	CH2M HILL, INC	VOID - PRINTER ERROR	0.00
13001	CH2M HILL, INC	FRENCH CANYON ENGINEERING	22,098.30
		SUBTOTAL SPECIAL APPROVED BILLS:	**$ 22,098.30**

END OF MONTH BILLS

CHECK NO.	VENDOR NAME	DESCRIPTION	AMOUNT
13002	BENTON RURAL ELECTRIC ASSN.	POWER & LIGHTS EXPENSE	21.04
13003	COMPU-TECH, INC	SOFTWARE AND SUPPORT	945.00
13004	GUARDIAN SECUTIY SYSTEMS, INC.	BUILDING SECURITY ALARM	259.20
13005	LABORERS LOCAL #348	JUNE UNION DUES FOR CREW	897.00
13006	PACIFIC POWER	POWER & LIGHTS EXPENSE	58,670.78
13007	SOLARITY CREDIT UNION	K. CHOATE JUNE SOLARITY	100.00
13008	U. S. CELLULAR	PHONES/TABLETS EXPENSE	937.64
		SUBTOTAL END OF MONTH BILLS:	**$ 61,830.66**
		TOTAL - PREVIOUSLY AUTHORIZED:	**$ 83,928.96**

REGULAR BILLS

CHECK NO.	VENDOR NAME	DESCRIPTION	AMOUNT
13009	INDUSTRIAL SOFTWARE SOLUTIONS	SOFTWARE FOR HYDRO	7,192.80
13010	ACE/ROY'S HARDWARE	FIBERGLASS TUB	213.49
13011	AKLAND PUMP & IRRIGATION	TRUCK 16 & 18 - RPCLMENT HOSES	114.10
13012	ALL AMERICAN PROPANE	PROPANE DELIVERY	879.32
13013	BAUGHMAN SAW SHOP	C26-2 AUTO CUT	310.74
13014	CAMFIL USA, INC.	FILTERS FOR AC	758.42
13015	CINTAS CORPORATION #605	RUGS & SUPPLIES	191.24
13016	CLIFTON LARSON ALLEN, LLP	ACCOUNTING SERVICES	15,835.31
13017	COMPU-TECH, INC	SOFTWARE SUPPORT	727.50
13018	EDGE CONSTRUCTION SUPPLY	BLADE FOR SAW	33.26
13019	FOOTHILLS IRRIGATION	REPAIR	175.70
13020	H.D. FOWLER COMPANY INC	SHOP STOCK	4,023.09
13021	HALVERSON NORTHWEST LAW GROUP	LEGAL FEES	1,244.95
13022	HBQ, INC.	GRAVEL	1,227.64
13023	HELLIESEN LUMBER	TRIM,NAILS,SHINGLES,SEALANT	154.99
13024	INLAND PIPE	SHOP STOCK - GALV PARTS	296.39
13025	INTERSTATE ALL BATTERY CENTER	TRUCK 52	640.92
13026	THE JANITOR'S CLOSET	OFFICE SUPPLIES	112.42
13027	MENKE, JACKSON & BEYERS	MONTHLY LEGAL FEES	2,334.80
13028	MORTON'S SUPPLY, INC	CONNECTOR FOR NEW HOSE	97.26
13029	ONE CALL CONCEPTS, INC	811 CALL TO DIG	160.46
13030	O'REILLY AUTO PARTS	PM MATERIAL	176.50
13031	ORCHARD & VINEYARD SUPPLY, LLC	WEED MAT FOR BACK OF OFFICE	282.20
13032	OXARC, INC	CYLINDER RENTAL	77.16
13033	PAPE KENWORTH NORTHWEST	EQUIPMENT REPAIRS	1,510.17
13034	PARSEC COMPUTER CORPORATION	IT SUPPORT	2,050.12
13035	QUILL CORPORATION	OFFICE SUPPLIES	123.86
13036	RH2 ENGINEERING,INC	COWICHE HYDRO PRV	9,003.85
13037	STEINS HARDWARE	SHOP SUPPLIES	24.25
13038	TIRE CENTERS, INC.	TIRE REPAIR	28.21
13039	VERIZON	TELEMETRY	156.10
13040	WILBUR-ELLIS LLC	CHEMICALS/SPRAYS EXPENSE	641.62
13041	XEROX CORPORATION	JUNE PRINTER READS	160.23
CHECK NO.	**VENDOR NAME**	**DESCRIPTION**	**AMOUNT**
13042	YAKIMA COUNTY	GIS SUBSCRIPTION	85.00
13043	YAKIMA COUNTY SOLID WASTE DIV	DUMP RUN	383.82
13044	YAKIMA WASTE SYSTEMS,INC	GARBAGE SERVICE	122.24
		SUBTOTAL REGULAR BILLS:	**$ 51,550.13**

ELECTRONIC FUND TRANSFERS (EFT)

CHECK NO.	VENDOR NAME	DESCRIPTION	AMOUNT
7000028	AFLAC	MONTHLY AFLAC PREMIUMS	503.49
7000029	CENTURYLINK	TELEPHONE EXPENSE	143.53
7000030	CENTURYLINK	TELEPHONE EXPENSE	786.63
7000031	CENTURY LINK	TELEPHONE EXPENSE	154.52
7000032	CHETU INC.	CHETU SOFTWARE SOLUTIONS	5,400.00
7000033	Christensen, Inc	GAS DELIVERY	10,922.47
7000034	CONVERGE - ELAVON	CC MONTHLY FEES	645.59
7000035	DEPART OF RETIREMENT SYSTEMS	JUNE 2024 DEFERRED COMP PMT	20,582.27
7000036	DEPT OF SOCIAL & HEALTH SERV	JUNE 2024 CHILD SUPPORT PMT	62.00
7000037	INTERNAL REVENUE SERVICE	JUNE 2024 TAX PAYMENTS	29,002.11
7000038	NORTHWEST LABORERS	JUNE CREW MEDICAL	16,960.00

YAKIMA-TIETON IRRIGATION DISTRICT
JUNE 2024

Check No. 13000 - 13044 & EFT No. 7000028 - 7000044

7000039	NORTHWEST LABORERS	JUNE OFFICE MEDICAL	6,546.00
7000040	PITNEY BOWES	QURTLY POSTAGE MACHINE LEASE	855.20
7000041	US BANK TREASURY DIVISION	MONTHLY SAFEKEEPING FEE	30.00
7000042	VISA-U S BANK	DISTRICT CREDIT CARD STATEMENT	4,940.45
7000043	WHOLESAIL NETWORKS	INTERNET EXPENSE	550.00
7000044	Yakima Clean Team	JUNE JANITORIAL EXPENSE	585.00
		SUBTOTAL EFTS:	**$ 98,669.26**
		TOTAL - REGULAR BILLS & EFTs:	**$ 150,219.39**

TOTAL BILL AMOUNT FOR MONTH:	**$ 234,148.35**
LESS: PREVIOUSLY AUTHORIZED	**$ 83,928.96**
TOTAL REGULAR BILLS & EFTs FOR APPROVAL:	**$ 150,219.39**