MINUTES
REGULAR BOARD MEETING – DECEMBER 12, 2024
BOARD OF DIRECTORS
YAKIMA-TIETON IRRIGATION DISTRICT

The Board meeting was called to order by Vice President Dan Keller at 12:00. Present were Directors Jim Milton and Andy Judd (via zoom), Secretary-Manager Travis Okelberry, Assistant Manager Brian Boyd (entered the meeting at 2:50 p.m.) , H.R. Safety Manager Mandy Burkett and Administrative Assistant Laurie Beth Hood. Also present were Jason Bolin, Maintenance Supervisor Chris Blanchard and Norman Semanko of Parsons Behle & Latimer. (via zoom from 1:15 p.m. to 1:40 p.m.)

Vice President Dan Keller then declared the board meeting as a Board of Equalization to hear comments on the 2025 Assessment Toll and Charges.

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

a. Approve December 12th, 2024 Board Meeting AGENDA
b. Review/Approve November 14th, 2024 REGULAR Board Meeting MINUTES
c. Review/Approve December 2nd, 2024 SPECIAL Board Meeting MINUTES
d. Payroll for October 2024 - **$118,840.74**
e. Special Bills:
    i. Tri-Ply Construction - **$550,376.32**
    ii. TrueNorth Steel (6) - **$365,270.56**
    iii. Rubicon Automation - **$85,612.69**
    iv. Ross Valve Manufacturing - **$16,394.24**
    v. Ron Smith - **$790.70**
    vi. Jim Milton - **$752.61**
    vii. Dan Keller - **$848.75**
    viii. Jacobs/CH2M - **$80,529.31**
    ix. NWRA registrations - **$2,825.00**
    x. WSWRA registrations - **$3,300.00**

A motion was made by Director Milton, seconded by Director Judd and passed, to approve the regular bills in the amount of $303,363.61.

The Manager gave an update to the December 2024 Budget report. Due to higher-than-expected interest from investments, an additional $182,000.00 has been added into the Budget and there is 9.7 Million in reserves at this time.

A motion was made by Director Milton, seconded by Director Judd and passed, to approve attendance of the Manager and any Board members, to go to the 2025 Irrigation Leaders Workshop on January 21-23 in Chandler, AZ.

The Manager presented a quote from Northwest Pipe for a spare pipe bridge for emergency use at 3 high-risk sites in the amount of $465,0 00 plus tax (~$506,385). The Manager will obtain a second quote and he will also check with Northwest Pipe to see if they are able to get the cost down by rearranging the "need by" time frame. If the spare pipe bridge is not used for an emergency, it will be used at some point in the future when YTID does the canal replacement/retrofit. A motion was made by Director Milton, seconded by Director Judd and passed, to allow the Manager to purchase the spare pipe bridge at a cost not to exceed $510,000.00.

A motion was made by Director Milton, seconded by Director Judd and passed, to approve Resolution 2024-20, authorizing an emergency declaration authorizing immediate repairs to the office HVAC.

A motion was made by Director Milton, seconded by Director Judd and passed, to approve Resolution 2024-21, in order to assess a $75.00 penalty for Non-Sufficient Funds payments.

O & M Projects with Chris Blanchard:

1. Crew is continuing to clean trees and rocks that are still falling around the canal.
2. They have rehabilitated the trash racks at the headgates.
3. They have been painting over graffiti from the blow off barrels.
4. In preparation for the 5' dam raise French Canyon Dam raise, the crew has raised the abutments under the bridge.

Manager Report with Travis Okelberry:

1. The Retreat Fire update: Phase 2 – Post fire mitigation
    a) 6,000 linear feet of canal cover out of the 10,000 ft. total required, have been installed. Tapanie Construction has demobilized as they have hit their "not to exceed" costs threshold, therefore Tri-Ply construction will finish installing the canal cover, weather permitting.
    b) I.C.I. is still moving material out from under the pipe bridge at milepost 0.8, the highest-risk area identified on the canal by the B.A.E.R. report. They are making progress by using jackhammers to remove the rock below this bridge and hauling the rock out of the area.
2. Main Canal project: Phase 3
    a) The Manager is looking at potential funding opportunities through various agencies, such as FEMA and NRCS, which could possibly assist with funding debris fences and the spare pipe bridge.
    b) The Manager has asked Jacobs to prepare a scope of work with potential costs, covering the next 10 years, for construction of the Box culvert and or retrofit pipe alternatives. This will assist him in addressing what funds will be necessary to begin construction on these projects. Travis stated that these two options would allow us to address the long-term needs of the District.
    c) Jacobs will begin researching the cost to have a full survey completed on the canal. This will provide potential Contractors the information necessary to allow them to provide cost estimates for installing the Box Culvert/and/or the retrofit pipe preferred alternatives.

At this time, Norman Semanko joined the meeting via zoom at approximately 1:15 p.m. The Manager prepared an Engagement letter for the Board to review, which would allow YTID to hire Mr. Semanko of Parsens Behle & Latimer as the new attorney, to replace the current lawyer, Larry Martin, after his retirement. After a question-and-answer period between the Board members present and Mr. Semanko, Norman left the meeting at approximately 1:40 p.m. After some discussion, it was the consensus of the Board that this item be tabled until the January 11th , 2025 Board meeting, which would allow all Board members to discuss any questions they may have for Mr. Semanko as well.

Chris Blanchard left the meeting at approximately 1:20 p.m.

3. Public Outreach, tours – The Manager stated that it is imperative that YTID have face to face meetings with Dan Newhouse in WA., D.C., in the Spring of 2025, to investigate funding opportunities for the canal replacement project. The Rimrock Retreat Fire and how it has affected the YTID infrastructure has been highlighted recently on local T.V. stations and the Yakima Herald, with still more interviews in the works.
4. French Canyon Dam – 5 ft raise project: The Manager stated that he will meet with the B.O. R. to request that their Safety of Dams staff address the possible risk of excessive flooding into the French Canyon Dam due to the aftermath of the Rimrock Retreat Fire. After some discussion about the timing, costs and schedule of the French Canyon Dam project, it was the consensus of the Board that YTID move ahead with the construction of the 5'ft raise project and not delay it.
5. Emergency mitigation – DOE, HMP, Jacobs – The DOE has been looking into emergency actions that could be taken in the event of a catastrophic canal failure. Several options are being addressed, such as well availability and/or a pump station off the Tieton River. The Manager will follow up with these agencies to fast track a hazard mitigation plan.
6. WSWRA annual conference update in Spokane: Jennifer Carrington with B.O.R. will provide the Manager with contacts that could assist us with obtaining grants or funds for the canal replacement project. It is possible that the fire damage to the exterior of the existing canal could allow the District to access additional EMX funding. Manager Okelberry gave a presentation at this conference that detailed challenges YTID is facing after the Rimrock Retreat Fire.

At approximately 2:18 p.m., Vice- President Keller declared that the Board would go into executive session to discuss legal matters in accordance with RCW 42.30.110 (l)(i), real estate matters in accordance with 42.30.110 (1)(b) and employee performance matters in accordance with 42.30.110 (1)(g). The duration of the executive session would be 30 minutes. The Executive session would be concluded or extended by public announcement at the conclusion of the 30-minute period, which began at 2:18 p.m. At 2:48 p.m., the Executive session ended. The Manager requested that the H.R. Manager attend the portion of the Executive session pertaining to "employee performance" matters only.

Jason Bolin left the meeting at approximately 2:18 p.m.

A motion was made by Director Milton, seconded by Director Judd, and passed to approve the 2025 office salaries. To stay competitive and address salary compression, the hourly wages of the office staff have been adjusted. These adjustments align with the average compensation levels of similar irrigation districts, ensuring fair and competitive salaries. The 2025 salaries were approved as follows:

Travis Okelberry - $169,041.60
Brian Boyd- Assistant Manager - $101,129.60
Mandy Burkett – Human Resources & Safety Manager - $71,240.00
Josh Akehurst – Project Coordinator - $33.37
Jody Araguz – Assistant Treasurer - $30.16
Laurie Beth Hood -Administrative Assistant - $25.53

There being no further business, the meeting was adjourned at 3:08 p.m. by Vice President Keller.

DAN KELLER, VICE - PRESIDENT

TRAVIS OKELBERRY, SECRETARY-MANAGER

YAKIMA-TIETON IRRIGATION DISTRICT
DECEMBER 2024

Check No. 13303 - 13357, & EFT No. 7000135 - 7000149

PREVIOUSLY AUTHORIZED/ END OF MONTH BILLS

CHECK NO.	VENDOR NAME	DESCRIPTION	AMOUNT
13303	RUBICON SYSTEMS AMERICA, INC	CANAL AUTOMATION/MONITORING	85,612.69
13304	TRI-PLY CONSTRUCTION, LLC	FIRE-CANAL COVERING INSTALL	550,376.32
13305	TRUENORTH STEEL, INC.	FIRE - CANAL COVER	365,270.56
13306	CH2M HILL, INC	FIRE - ENGINEERING SERVICES	80,529.31
13307	DAN KELLER	WSWRA CONFERENCE/ D. KELLER	848.75
13308	JIM MILTON	WSWRA LDGING/MEAL REIM- MILTON	752.61
13309	NATIONAL WATER RESOURCE ASSN.	NWRA (4) REGISTRATIONS	2,825.00
13310	ROSS VALVE MANUFACTURING CO	REBUILD KITS FOR SURGE VALVES	16,394.24
13311	RON SMITH	TRAVEL/LODGING REIMB/ R. SMITH	790.70
13312	WA STATE WATER RESOURCES ASSOC	WSWRA REGISTRATIONS (6)	3,300.00
		SUBTOTAL SPECIAL APPROVED FROM 12/12/2024:	**$ 1,106,700.18**
13313	JOSH AKEHURST	LODGING/MEAL RMBST- J.AKEHURST	439.27
13314	BENTON RURAL ELECTRIC ASSN.	MONTHLY POWER EXPENSE	45.89
13315	CODY HEISERMAN	MEAL RMBST- C. HEISERMAN	95.08
13316	LABORERS LOCAL #348	MONTHLY EE UNION DUES	912.00
13317	RANDY LANDERS	MEALS/FUEL RMBST- R. LANDERS	192.04
13318	NORTHWEST LABORERS	DECEMBER CREW MEDICAL	16,960.00
13319	NORTHWEST LABORERS	DECEMBER OFFICE MEDICAL	6,546.00
13320	PACIFIC POWER	POWER & LIGHTS	8,090.11
13321	SOLARITY CREDIT UNION	K. CHOATE MONTHLY DEPOSIT	100.00
		SUBTOTAL END OF MONTH BILLS:	**$ 33,380.39**

REGULAR BILLS

CHECK NO.	VENDOR NAME	DESCRIPTION	AMOUNT
13322	AT&T MOBILITY	HEADGATES/SIM CARD FOR ROUTER	27.72
13323	THEISEN HEATING & AIR CONDIT..	EMERG. HVAC REPAIR	270.00
13324	ACE/ROY'S HARDWARE	SMALL TOOLS & SUPPLIES	225.34
13325	ALL AMERICAN PROPANE	ANNUAL PROPANE RENTAL/ PROPANE DELIVERY	410.44
13326	ALL SEASONS HEATING & AC	EMERGENCY HVAC REPAIR	95.00
13327	BENTON RURAL ELECTRIC ASSN.	MONTHLY POWER EXPENSE	3.79
13328	CENTRAL CHAIN & TRANSMISSION	REPLACEMENT BEARINGS	541.18
13329	CINTAS CORPORATION #605	RUGS & SUPPLIES	97.99
13330	DTG ENTERPRISES INC	DISPOSAL	91.29
13331	E R BALANCING SERVICE INC	VIBRATION ON PUMPS & MOTORS	2,214.00
13332	H.D. FOWLER COMPANY INC	SHOP STOCK	2,299.89
13333	HALVERSON NORTHWEST LAW GROUP	LEGAL COUNSEL	736.20
13334	HELLIESEN LUMBER&SUPPLY CO,INC	SUPPLIES FOR CONCRETE REPAIR	370.18
13335	THE JANITOR'S CLOSET	JANITORIAL SUPPLIES	98.40
13336	KGS NORTHWEST LLC	STOCK FOR SHOP	6,063.94
13337	MEBULBS LIGHTING	LIGHTS	1,326.10
13338	MENKE, JACKSON & BEYERS	LEGAL COUNSEL	1,701.50
13339	ONE CALL CONCEPTS, INC	EMERGENCY LOCATES	113.60
13340	O'REILLY AUTO PARTS	SUPPLIES	103.92
13341	OXARC, INC	MONTHLY RENTAL	79.16
13342	THE PRINT GUYS	OFFICE SUPPLIES	880.38
13343	QUILL CORPORATION	OFFICE SUPPLIES	349.82
13344	THE REINALT-THOMAS CORPORATON	TIRE AIR PRESSURE SENSOR	181.94
13345	RH2 ENGINEERING,INC	ENGINEERING SERVICES	3,991.27
13346	TIRE CENTERS, INC.	HONDA TRX350 10B	441.20
13347	TRI-STATE SUPPLY CO	MOTORS FOR HEATER AT ORCHARD	292.06
13348	U. S. CELLULAR	PHONES/TABLETS EXPENSE	949.33
13349	VALLEY FORD SALES, INC	TRUCK #9	468.45
13350	VERIZON	TELEMETRY	156.08
13351	WEAVER DISTRIBUTING	TRASH RACK REPAIR	20.89
13352	XEROX CORPORATION	DECEMBER PRINTER READS	333.55
13353	YAKIMA AIR COMPRESSOR	RESTOCK	24.84
13354	YAKIMA COUNTY GIS	MONTHLY GIS	85.00
13355	YAKIMA COUNTY SOLID WASTE DIV	DUMP RUN FOR PIPELINE REPAIRS	160.60
13356	YAKIMA-HERALD REPUBLIC	BOARD OF EQUAL. PUBLICATION	183.60
13357	COMPU-TECH, INC	IT SOFTWARE SUPPORT	450.00
		SUBTOTAL REGULAR BILLS:	**$ 25,838.65**

ELECTRONIC FUND TRANSFERS (EFT)

CHECK NO.	VENDOR NAME	DESCRIPTION	AMOUNT
7000135	AFLAC	DECEMBER AFLAC EE PREMIUMS	503.49
7000136	CENTURYLINK	TELEPHONE EXPENSE	143.52
7000137	CENTURYLINK	TELEPHONE EXPENSE	346.22
7000138	CENTURY LINK	TELEPHONE EXPENSE	162.22
7000139	CHETU INC.	MONTHLY CHETU BILLING	4,968.00
7000140	CONVERGE - ELAVON	CC MONTHLY FEES	31.41
7000141	DEPART OF RETIREMENT SYSTEMS	DECEMBER RETIREMENT PAYMENTS	19,201.50
7000142	DEPT OF SOCIAL & HEALTH SERV	DECEMBER CHILD SUPPORT PAYMENTS	62.00
7000143	INTERNAL REVENUE SERVICE	DECEMBER PAYROLL TAXES PAYEMNTS	26,868.03
7000144	PITNEY BOWES	POSTAGE REFILL	1,000.00
7000145	US BANK TREASURY DIVISION	MONTHLY SAFEKEEPING FEE	28.00
7000146	VISA-U S BANK	DECEMBER CREDIT CARD RECONCILIATION	3,738.31
7000147	WHOLESAIL NETWORKS	MONTHLY INTERNET EXPENSE	550.00

CHECK NO.	VENDOR NAME	DESCRIPTION	AMOUNT
7000148	Yakima Clean Team	DECEMBER JANITORIAL SERVICES	585.00
7000149	YAKIMA WASTE SYSTEMS,INC	GARBAGE SERVICES	130.61
7000150	INTERNAL REVENUE SERVICE	DECEMBER PAYROLL TAXES CORRECTION	1,061.40
		SUBTOTAL EFTS:	**$ 59,379.71**
		TOTAL - REGULAR BILLS & EFTs:	**$ 85,218.36**
		TOTAL BILL AMOUNT FOR MONTH:	**$ 1,225,298.93**
		LESS: PREVIOUSLY AUTHORIZED	**$ 1,106,700.18**
		TOTAL REGULAR BILLS & EFTs FOR APPROVAL:	**$ 118,598.75**