

COLUMBIA IRRIGATION DISTRICT BOARD MEETING
March 15, 2024

CALL TO ORDER

President Shawver called the meeting to order at 9:00 a.m. Present at the meeting were:

Vincent Shawver, President
Neil Martin, Vice President
Dallas Ayde, Director
Sherri Thackham, Director
Marilyn Dickenson, Director

Curt Strifert, Secretary/Manager
Lila Freshment, Recorder

Guests: None

APPROVAL OF AGENDA

Director Martin motioned to approve the agenda as submitted. Director Thackham seconded the motion. Motion carried.

PUBLIC COMMENT

None.

CONSENT AGENDA

Minutes of March 1, 2024

Director Thackham motioned to approve the minutes of March 1, 2024. Director Martin seconded the motion. Motion carried.

OLD BUSINESS

Right-of-Way Permits

Mr. Strifert stated that work on Right-of-Way Permits will proceed as soon as our new administrative assistant, Ashley Wolfe, completes her training. He has contacted the local manager of Wake Up Call regarding the Heyden Permit. The information was passed on to the regional manager who is out of town this week and will respond when she is back in the office. Mr. Strifert informed the Board that the City of West Richland requested a permit for work they had already done in our canal at the Brotherhood intake. He met with them at the site to inspect the canal, provide comments on further work required, and discuss the permitting process. He reviewed the completed permit request received from the City with the Board. Director Dickenson motioned to approve the City of West Richland Right-of-Way Encroachment Permit for the Brotherhood LID. Director Thackham seconded the motion. Motion carried.

Vehicle/Tool Inventory

Mr. Strifert reviewed the new vehicle and tool inventory process. Each vehicle will have its own folder that will include pictures of the vehicle, toolboxes, tools, and welders and compressors mounted on the vehicle. Serial numbers will be recorded for everything that has one. Copies of available receipts will also be included in the folder. The same process will be followed for inventory at the Shop.

Policy 5.4 Revision

The Board reviewed the revision to Policy 5.4 – Meals, Coffee, and Light Refreshments. Director Thackham motioned to approve the Policy 5.4, Meals, Coffee, and Light Refreshments to revise the total amount to not exceed \$25.00 per person. Director Martin seconded the motion. Motion carried.

Knutzen Engineering/Kennewick Housing Authority

Knutzen Engineering is requesting on behalf of their client, Kennewick Housing Authority to connect to irrigation for a new affordable housing apartment complex at 410 E 10th Avenue. The property is in the District and has water rights. The only option is to install about one thousand feet of pipe from the canal down 13th Avenue and across Gum Street to the property. Mr. Strifert expects to hear back from them next week regarding how they want to proceed.

NEW BUSINESS

Operations Report

iPads have been ordered through US Cellular and should be delivered early next week. The District will now have support for the tablets when needed. We will be able to control the tablets through Apple. Mr. Strifert notified the Board that the Department of Labor and Industries (L&I) stopped by our worksite near the Divide where staff were removing weir boxes and found that the trench was not correctly sloped for the depth. Mr. Strifert is working with L&I and has scheduled a meeting with operations staff on Monday.

Attorney Contract 2024/2025

The District received one response to our request for qualifications from current attorney, Jeff Sperline. Director Martin motioned to extend the attorney contract for another year. Director Dickenson seconded the motion. Motion carried. Mr. Strifert reported that Mr. Sperline offered to attend the second meeting of the month at half his regular rate. The Board agreed. Mr. Strifert will contact Mr. Sperline.

Benton County GIS

Benton County GIS developed and managed our GIS mapping system and work order program. The mapping is through Environmental Systems Research Institute, Inc. (ESRI), and Benton County is the owner. They previously expressed interest in transferring ownership to CID. A meeting has been scheduled with the County to discuss the transfer and receive training on updating the map.

Yakima Basin Joint Board Tour

The Yakima Basin Joint Board has scheduled a tour for June 20, 2024. They would like to tour CID. Mr. Strifert is working on the details and asked the Board for approval to prepare an itinerary for CID to host the tour. Director Thackham motioned for approval for Mr. Strifert to prepare an itinerary for the June 20, 2024 Joint Board Tour. Director Ayde seconded the motion. Motion carried.

Biennial Policy Review

The Board was presented a list of policies that have been reviewed and had no changes for approval.

Director Thackham motioned to approve Policy 1.2 – Proposing, Writing, Formatting, Authorizing and Revising Policies and Procedures. Director Dickenson seconded the motion. Motion carried.

Director Thackham motioned to approve Policy 2.1 – Employee Recognition and Annual Safety Meeting. Director Dickenson seconded the motion. Motion carried.

Director Thackham motioned to approve Policy 3.0 – Records Management. Director Dickenson seconded the motion. Motion carried.

Director Thackham motioned to approve Policy 3.4 – Assessments, Acreage Changes and Refunds. Director Dickenson seconded the motion. Motion carried.

Director Thackham motioned to approve Policy 4.1 – Canal and Piped Facilities Management. Director Dickenson seconded the motion. Motion carried.

Director Thackham motioned to approve Policy 4.2 – Protection of District Canal Rights-of-Way and Easements. Director Dickenson seconded the motion. Motion carried.

Director Thackham motioned to approve Policy 4.3 – Protection of Pipeline Rights-of-Way and Easements. Director Dickenson seconded the motion. Motion carried.

Director Thackham motioned to approve Policy 4.4 – Utilities Crossing District Property Design and Indemnification. Director Dickenson seconded the motion. Motion carried.

Director Thackham motioned to approve Policy 4.5 – Encroachment Removal. Director Dickenson seconded the motion. Motion carried.

Director Thackham motioned to approve Policy 4.6 – Turnout Ownership and Cost Burden. Director Dickenson seconded the motion. Motion carried.

Director Thackham motioned to approve Policy 5.1 – Purchasing Policy. Director Dickenson seconded the motion. Motion carried.

Director Thackham motioned to approve Policy 5.2 – Reimbursement of Expenses. Director Dickenson seconded the motion. Motion carried.

Director Thackham motioned to approve Policy 5.3 – District Credit Cards. Director Dickenson seconded the motion. Motion carried.

Director Thackham motioned to approve Policy 8.B – Sexual Harassment Policy. Director Dickenson seconded the motion. Motion carried.

Director Thackham motioned to approve Policy 8.C – Other Forms of Harassment/Discrimination. Director Dickenson seconded the motion. Motion carried.

April 5th Board Meeting

President Shawver requested the April 5th meeting be moved to March 29th as he will be out of town. Director Thackham motioned to move the April 5, 2024 meeting to March 29, 2024. Director Dickenson seconded the motion. Motion carried.

DIRECTOR DISCUSSION

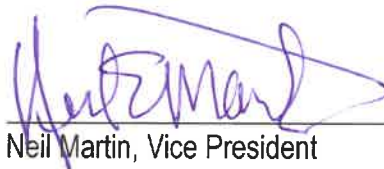
Mr. Strifert reviewed the Northwest Irrigation Operators Conference attended by himself and Joe Amend on February 27th – 29th.

ADJOURNMENT

President Shawver adjourned the meeting at 10:44 a.m.



Vincent Shawver, President



Neil Martin, Vice President

Sherri Thackham, Director



Dallas Ayde, Director

Marilyn Dickenson, Director

ATTEST:

Curt Strifert, Secretary/Manager