

## CONSOLIDATED IRRIGATION DISTRICT No. 19

### BOARD MINUTES

June 8, 2022

The meeting was called to order at 7:00 p.m. by President Steve Schultz. Board members Dan Evans, Paul Schultz, and Denis McLaughlin were present as was Manager, Shane Sheppard. Board Member Jeff Bass was absent.

The May 11, 2022, Board Meeting Minutes were reviewed and upon a motion by Denis McLaughlin, second by Paul Schultz and a unanimous vote, the Minutes were approved as presented.

The current bills and financial reports were reviewed. Upon a motion by Denis McLaughlin, second by Paul Schultz and a unanimous vote, the financial reports were accepted, and the bills were approved for payment.

The District's Office Manager received an email from the State Auditor's Office requesting data that included account transaction reports, utility account registers, deleted receipt reports, account list, operator activity reports, paycheck activity reports, P-Card transactions, ACH vendor remittance data, personnel banking information, and accounting system vendor bank information. The requested data is to be sent through a protected 3<sup>rd</sup> party website via a zip file. After much discussion, Paul Schultz made a motion, second by Denis McLaughlin, and a unanimous vote, to deny sending sensitive files via the internet when cybersecurity has been proven to be unreliable. All requested data will be made available, but the District respectfully requests the Auditor's Office to review our files in house where both the Auditor and the District can be accountable for not only customers' data, but time spent reviewing the District's records.

The Manager reviewed the Legacy Ridge 2-million-gallon reservoir agreement between the District and Varela Engineering regarding the scope of the project, scope of services, compensation, schedule, and authorization to proceed which totaled \$487,702. The agreement was broken down into 12 tasks. After review, it was determined that some of the tasks were repetitive, and parts of the tasks were completed in the initial agreement with DR Horton when purchasing the land. After further discussion, the Board directed the Manager to meet with Varela regarding the tasks prior to agreeing to any terms. The Manager noted that Jesse with Varela would be happy to attend a board meeting as well if needed.

Resolution 2022-6 Delinquent Fees was reviewed, signed, attached to and made part of these minutes.

The Manager reviewed current and proposed projects within the District.

- a) RPM Carwash – Hydrant and service installed. Bac tees and pressure check to be completed.
- b) Starbucks – Water complete.
- c) Sterling Hills Phases 5 – Water complete.
- d) Sam's Ranch – 90% of water complete, tap still to be performed on Mission.
- e) Barker Logistics – Tap on the north complete. Still to complete south tap and meter install.
- f) Cottages on the Green – Sewer crossing and AC removal with tee installation performed. Existing hydrants and meter still be completed.
- g) Rivendell Springs – Water complete.
- h) Barker Sprague RAB – District to extend hydrant and air valve. City of Spokane Valley to pay.
- i) Spokane Valley Fire Department Headquarters – Plans approved. Fees to be paid.
- j) Hodges North Plat – Tap made water main installed. Bac tees and pressure check to be completed.
- k) Long and 8<sup>th</sup> Plat – Fees paid. Construction started.
- l) Nora Multi Family Apartments – Plans in review.

Manager reported on field activities:

- a) Service Installs – ¾" services 22, 1" service 1, 1 ½" services 1, 2" services 1, 3 mainline taps and 19 repair orders.
- b) Electrical Storm – Manager noted both motors 7A (\$7,795) and 7B (\$9,850) had to be reconditioned due to the recent storm damaging motors. In addition, the transfer switch needs to be replaced due to the storm and due to age – it has been completely depreciated.
- c) Well Site Maintenance – Pesticide complete and mowing of sites is complete.

Steve Schultz asked if we had received word on the First Refusal of land for the property at the State line C & L Farms. The Manager noted he hasn't had much luck on the phone and will make a visit in person this month with Lynn Humphreys regarding the land. Dan Evans and Paul Schultz further discussed the option of adding an ADA approved door on the north entrance of the office. The Manager noted that the

electrical estimate received was \$4,100 and River City Glass was \$6,100. The Board agreed to have the Manager follow up with a couple more bids for installation of ADA approved doors.

There being no further business, and upon a motion by Denis McLaughlin, second by Paul Schultz and a unanimous vote, the meeting was adjourned at 8:40 pm.

Vouchers submitted and approved for payment:

<b>Vouchers</b>	<b>Recipient</b>	<b>Description</b>	<b>Amount</b>
2213	HEALTH CARE AUTHORITY	HEALTH INSURANCE	\$13,500.00
2214	HD FOWLER	INVENTORY	\$45,954.63
2215	INLAND ASPHALT	PATCH ON RYLEY LANE	\$1,351.25
2216	BUREAU OF RECLAMATION	2ND HALF PUMPING CHARGES	\$12,325.00
2217	VISION MS	OUTSOURCING	\$96.32
2218	SECRETARY REVOLVING FUND	REIMBURSE REVOLVING FUND	\$159,721.91
<b>TOTAL</b>			<b>\$232,949.11</b>

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President

Attest:

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Secretary