

CONSOLIDATED IRRIGATION DISTRICT No. 19

BOARD MINUTES

November 16, 2022

The meeting was called to order at 7:00 p.m. by President Steve Schultz. Board members Paul Schultz, Dan Evans, Jeff Bass and Denis McLaughlin were present as was Manager, Shane Sheppard. Consolidated Employees Brand Avery, Cameron Bowman, Russell Seymour and Local Union Representative Steve Davidson were also present.

The October 12, 2022, Board Meeting Minutes were reviewed and upon a motion by Paul Schultz, second by Denis McLaughlin and a unanimous vote, the Minutes were approved as presented.

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

Public Comment:

No Comments.

The Manager and Steve Davidson reviewed the previously approved changes to the 2023-2026 Union Contract. Further discussion was had regarding Article 8 (COLA) adjustments. District employees Russell, Cameron, and Brand each spoke on behalf of the employees justifying the request of an increase in pay. After discussion amongst the entire group, Denis McLaughlin motioned for Executive Session.

At 7:35 p.m. the board convened to Executive Session pursuant to RCW 42.30.110 (1)(i) for 10 minutes until 7:45.

At 7:45 the board re-convened into open meeting.

President Steve Schultz presented the Board's offer regarding Article 8 adjustments. The union representative and district employees took a moment to discuss the changes and agreed to the offer that was presented by the Board. District Manager will write up the agreed upon changes and forward to Steve Davidson for final signatures. Steve Davidson, Brand Avery, Cameron Bowman and Russell Seymour left the meeting at 8:00 p.m.

The Manager presented the insurance proposal for the coming year (12/1/22 – 12/1/23). All coverages were outlined and reviewed. The major increases are building replacement cost per square foot, which went up significantly for the 2nd year in a row, and cyber liability has increased 100%. The Manager noted that the District had not had a claim in over 7 years. Wheat and Associates advised the District to research cyber coverage with other vendors and to notify CIAW that the District will be looking into other options for insurance coverage for 2023-2024.

Major budget expenses for 2023 were reviewed as follows: the purchase of a truck to replace the existing 2012 F350, capital improvements in conjunction with the City's road improvements on Euclid Avenue, construction for the 2-million-gallon reservoir for system 10221, the replacement of more radio read meters, installation of another variable frequency drive at Wellsites 3 and 5, surveillance cameras/alarm for headquarters office and installing an automatic ADA wheelchair door access on the north side of the building. Final authorization of 2023 Budget will be approved in December's Board meeting with no rate increases expected.

The Manager noted that Dan Evans was re-elected as Director of Division 5. No election will be held as no other nomination petitions were filed. Certifications of Election will be prepared for the December Board Meeting.

The State Auditor has conducted an accountability and financial audit for the period of 2019-2021. An exit conference was completed November 2nd with Board Member Paul Schultz present as well as Office Manager, Donna Riffin and District Manager, Shane Sheppard. The Washington State Audit did not identify any deficiencies regarding the District's internal controls on director compensation, accounts receivables, utility billing, accounts payable, electronic fund transfers, self-insurance for unemployment compensation, financial condition of district, and open public meetings compliance in accordance with the Government Auditing Standards. Shane noted how well Donna has done with regards to the District's internal controls on accounting and reporting.

The Manager noted that the final Legacy Ridge West Tract E Purchase and Sale Agreement has been completed today with money deposited on the 16th of November and closing by the end of the month. The conditional use permit (CUP) decision was approved as well. In review of the 95% draft plans, specifications and bid documents, some spelling changes and the proposal of a lift gate instead of a slide gate was documented. Final review of the plans will be discussed at next week's meeting with advertisement to be submitted around the first of the new year.

T-Mobile ground equipment at Wellsites 1 and 11 has been decommissioned and removed. T-Mobile has scheduled a crane for next week to remove the tank equipment at Wellsite 1. The Manager noted that until the site has been seeded and graded during the spring with all equipment being removed, the District will continue to receive lease payments. Wellsites 2 and 8 will be last to be decommissioned.

The Manager reviewed current and proposed projects within the District.

- a) Nora Multi Family Apartments – Plans approved.
- b) Mithril Manor – Service and hydrant installed. Water complete.
- c) Greenacres Euclid Warehouse – Fees paid. Tap to be completed Friday the 18th.
- d) Performing Arts Center – Plans in review.

Manager reported on field activities:

- a) Service Installs – ¾” services 2, 2” service 6, 1 mainline tap, and 26 repair orders.
- b) Generator review Wellsite 5 – Ready for generator to arrive.
- c) Wellsite 3-C's old transformer and switch removed - Ready for VFD to be installed. Mike and Russell did a great job on removal.

There being no further business, and upon a motion by Paul Schultz, second by Denis McLaughlin and a unanimous vote, the meeting was adjourned at 9:30 pm.

Vouchers submitted and approved for payment:

Vouchers	Recipient	Description	Amount
2250	HEALTH CARE AUTHORITY	HEALTH INSURANCE	\$13,499.99
2251	HD FOWLER	INVENTORY	\$26,565.60
2252	COLE CONCRETE	WELLSITE 5 PAD FOR GENERATOR	\$5,553.90
2253	RAINBOW ELECTRIC	4C NEW VFD	\$604.10
2254	VISTA TITLE AND ESCROW	LEGACY RIDGE TANK PROPERTY	\$507,036.99
2255	STATE AUDITOR	3 YEAR AUDIT	\$13,698.69
2256	SECRETARY REVOLVING FUND	REIMBURSE REVOLVING FUND	\$114,251.67
TOTAL			\$681,210.94

President

Attest:

Secretary