



BOARD OF DIRECTORS MEETING

Tuesday, June 9, 2020 - 9:00 A.M.

GoToMeeting only: + 1 (646) 749-3122 - Access Code: 908-304-861

1. Consent Agenda (approved with one motion).
 - a. Minutes of May 5, 2020 Board meeting.
 - b. Status of Investments Report – May 31, 2020.
 - c. Treasurer’s Report– May 31, 2020.
 - d. Claims.
2. Coronavirus emergency operations update.
3. Water supply update.
4. Canal emergency plan resolution.
5. CAT 33 excavator refurbishment update and additional work authorization.
6. 2020-2021 Enclosed Conduit System bid results.
7. District Manager report.
8. Engineering Manager report.
9. Executive Session:
 - a. Executive session pursuant to RCW 42.30.110(1)(i). Potential and pending litigation- State v. Acquavella, Terrace Heights Sewer District,
 - b. Executive session pursuant to RCW 42.30.110(2)(a)(iii). To evaluate legal risk of a proposed action.

Item #1

DRAFT

REGULAR MEETING MINUTES

May 5, 2020

The Board of Directors for the Roza Irrigation District convened in regular session on Tuesday May 5, 2020. Those present via telephone conference were President Ric Valicoff, Vice-President Jim Willard, Director Jason Sheehan, Director Jason Don, Director Will Jones and District Manager Scott Revell, Engineering Manager Wayne Sonnichsen, Watermaster Clay Bohlke, Assessment Clerk/Assistant Secretary Kristel Espinoza, and District Attorney Tom Cowan.

Also, in attendance via telephone conference was Roza water user: Tanner Winckler.

The President called the meeting to order at 9:03 A.M. and requested the Board consider the consent agenda as presented:

- a. Minutes of April 7, 2020 Board meeting.
- b. Status of Investments Report – April 30, 2020.
- c. Treasurer’s Report– April 30, 2020.
- d. Claims.
- e. Enclosed Conduit System bid authorization.

The following claims are approved for payment: payroll numbers 29488-29490 in the amount of \$3,740.01. Vouchers numbers 63945-63953, 64025-64086 and 64089-64147 in the amount of \$362,835.83 and electronic payments 03-20, 08-20, 09-20, 20-08, 20-09, 4-2020 in the amount of \$290,490.30 from the period of April 3, 2020 to May 5, 2020.

It was moved by Mr. Willard, seconded by Mr. Jones and unanimously passed to approve the consent agenda.

District Manager Revell clarified the agenda needed to be amended to add an executive session for Acquavella and Terrace Heights Sewer District pursuant to RCW 42.30.110(1)(i), potential and pending litigation.

Watermaster Clay Bohlke requested approval from the Board for additional parts and labor to the Caterpillar 330 Excavator refurbishment that began in early April, a major overhaul and rebuild is in progress currently. Additional faults and repairs were discovered during disassembly, a few of the estimated expenses include lift cylinder piston nut, hydraulic oil cooler and muffler connector. Following discussion, it was moved by Mr. Sheehan, seconded by Mr. Willard and unanimously passed to approve \$8,500 for these additional repairs for the 330 excavator.

District Manager Revell updated the Board on the Coronavirus emergency operations and noted the Staff has adapted well and have been willing to be flexible to keep the District running. Mr. Revell noted that a High-Risk employee policy has been established for those believed to be at high-risk for severe illness.

District Manager Revell reported, to the Board the District Manager’s monthly report and noted that Reclamation has updated the water supply forecast to 96%. The next water supply forecast will be issued on May 7th, the water supply forecast is expected to drop about 10%.

DRAFT

REGULAR MEETING MINUTES

May 5, 2020

The water transfer/banking/trust advisory group which formed during the 2020 legislative session will be meeting May 7th and Roza is participating. Mr. Revell noted he will give examples of water transfers that Roza growers have utilized for their ground and for their non-Roza ground.

District Manager Revell discussed a multi element request for the upcoming stimulus bill the Yakima Basin Integrated Plan Implementation Committee is crafting. It will include the Roza fish screens, two enclosed conduit system piping projects and other Roza specific water conservation projects.

District Manager Revell conferred with Mr. Bohlke and informed the Board on the Districts' D6 bulldozer and explained the undercarriage is experiencing problems. Mr. Bohlke noted the machine can safely operate for this work season but if the District plans to keep it, then significant repairs would be needed. Repairs are estimated at \$39,000 (w/ tax).

District Manager Revell updated the Board on new members of Yakima River Basin Water Enhancement Project (YRBWEP) and Washington State Department Agriculture (WSDAg). Janine Emple replaced Stan Isleys's job as conservation lead for YRBWEP and toured the Roza in late April. Madi Moore was hired by Washington State Department of Agriculture Director Derek Sandison is the new economist and is scheduled to tour the District in early May.

District Manager Revell mentioned to the Board he was working on amendments for two employment agreements at their requests, Maintenance Superintendent Dave Rollinger and Assistant Watermaster Aaron Weiderspohn which will provide for better leave use-by dates.

District Manager Revell stated a typographical error was discovered in the March 10 Board meeting minutes concerning the repair cost for the CAT 330 excavator refurbishment. The estimated cost of the work was \$287,000 and was presented to the Board as \$287,000, but was incorrectly listed in the meeting minutes as \$187,000. The error was discovered in late April. The minutes have been corrected as a scrivener's error and the May 5 meeting minutes will reflect the change.

Engineering Manager Wayne Sonnichsen presented, and the Board reviewed the Engineering Manager's monthly report.

Upon motion by Mr. Willard, seconded by Mr. Jones and unanimously approved to amend agenda to add Executive Session.

The President declared the Board to be in executive session for an estimated twenty minutes beginning at 9:55A.M. pursuant to:

- a. Executive session pursuant to RCW 42.30.110(1)(i). Potential and pending litigation-State v. Acquavella, Terrace Heights Sewer District, Kennewick Irrigation District and Kachess Community Association.
- b. Executive session pursuant to RCW 42.30.110(2)(a)(iii). To evaluate legal risk of a proposed action.

DRAFT

REGULAR MEETING MINUTES

May 5, 2020

The President returned the Board to regular session at 10:15 A.M.

No further business appearing and upon motion duly made, seconded and unanimously passed, the Board did there upon adjourn at 10:15 A.M. on Tuesday May 5, 2020.

ATTEST:

SECRETARY

PRESIDENT

**ROZA IRRIGATION DISTRICT
STATUS OF INVESTING ACCOUNTS
May 31, 2020**

BANK	\$ AMOUNT	INTEREST EARNED	INTEREST RATE	BALANCE
L.G.I.P.	\$16,183,957.27	6,936.79	0.4984%	\$16,190,894.06
U.S. - MIA INV.	\$14.19	0.00	0.05%	\$14.19
U.S. - SAVINGS	\$20,275.55	0.15	0.01%	\$20,275.70
U.S. - CHECKING	\$58,914.26	2.06	0.05%	\$58,916.32
			TOTAL	\$16,270,100.27

**ROZA IRRIGATION DISTRICT
STATUS OF INVESTMENTS
May 31, 2020**

INVESTMENT	RATE	MATURE	EXPENSE	TOTAL
			0.00	0.00
TOTALS:			0.00	0.00

TOTAL OF ALL CASH	16,270,100.27
MINUS RESTRICTED CASH	681,639.61
(Construction/Reserve/Memo \$)	
(Drought)	4,056,833.83
(WSD)	1,430,336.28
TOTAL O & M CASH	10,101,290.55

ROZA IRRIGATION DISTRICT
TREASURER'S FINANCIAL STATEMENT
May 31, 2020

	EXPENSE	CONST.	FM LN 1%	RESERVE	MEMO	TOTAL
Balance First of Month	16,256,674.00	365,989.13	0.00	288,000.00	27,103.78	16,937,766.91
Collections	85,808.61	546.70	0.00			86,355.31
Miscellaneous	9,864.29				0.00	9,864.29
Matured Investments	0.00			0.00		0.00
Interest	7,176.92					7,176.92
Transfers			0.00		0.00	0.00
TOTAL	16,359,523.82	366,535.83	0.00	288,000.00	27,103.78	17,041,163.43
LESS:						
Voucher Checks Issued	67,372.70	0.00	0.00		0.00	67,372.70
Misc. Checks Issued	703,690.46	0.00	0.00		0.00	703,690.46
Tier 2 Checks	0.00					0.00
NSF Check Returned	0.00	0		0	0.00	0.00
Bank Charge	0.00					0.00
Void Check	0.00					0.00
TOTAL PAID	771,063.16	0.00	0.00	0.00	0.00	771,063.16
Balance End of Month	15,588,460.66	366,535.83	0.00	288,000.00	27,103.78	16,270,100.27

Roza Irrigation District
 VENDOR CHECK REGISTER REPORT
 Payables Management

Ranges: From: To: From: To:
 Check Number First Last Check Date 5/1/2020 5/31/2020
 Vendor ID First Last Checkbook ID PRE-PAIDS PRE-PAIDS
 Vendor Name First Last

Sorted By: Check Number

* Voided Checks

Check Number	Vendor Check Name	Check Date	Amount
04-20	DEPARTMENT OF REVENUE	5/22/2020	\$734.26
05-2020	U.S. BANK	5/29/2020	\$3,982.82
05-29	DEPARTMENT OF REVENUE	5/29/2020	\$11.00
10-20	U.S. BANK/E.F.T.P.S.	5/1/2020	\$39,448.43
11-20	U.S. BANK/E.F.T.P.S.	5/15/2020	\$39,040.84
12-20	U.S. BANK/E.F.T.P.S.	5/29/2020	\$39,226.93
20-10	ROZA PAYROLL PAYABLE <i>29491-29494</i>	5/1/2020	\$110,780.53
20-11	ROZA PAYROLL PAYABLE <i>29495</i>	5/15/2020	\$104,018.35
20-12	ROZA PAYROLL PAYABLE <i>29496</i>	5/29/2020	\$110,780.21
64087	ROZA EMPLOYEE BENEFIT FUND	5/1/2020	\$104.00
64088	DEPARTMENT OF RETIREMENT	5/1/2020	\$2,878.50
64148	NOE GUZMAN	5/7/2020	\$385.00
64149	ONE CALL CONCEPTS, INC.	5/7/2020	\$98.44
64150	BENTON COUNTY AUDITOR	5/7/2020	\$22.00
64151	QUILL CORPORATION	5/7/2020	\$418.94
64152	CENTURYLINK	5/7/2020	\$2.56
64153	DEPARTMENT OF RETIREMENT	5/7/2020	\$25.00
64154	H2 ELECTRIC, LLC	5/7/2020	\$402.43
64155	BRANDCRAFT MEDIA, LLC	5/7/2020	\$199.00
64156	SYMETRA LIFE INSURANCE CO.	5/7/2020	\$482.72
64157	U.S. CELLULAR	5/7/2020	\$75.86
64158	STAPLES CREDIT PLAN	5/7/2020	\$608.31
64159	PACIFIC POWER & LIGHT CO.	5/7/2020	\$1,131.67
64160	RHODA BENSON, PE	5/7/2020	\$1,403.00
64161	CORE & MAIN LP	5/13/2020	\$133.44
64162	RH2 ENGINEERING	5/13/2020	\$20,594.64
64163	NW LABORERS TRUST FUND	5/13/2020	\$46,052.00
64164	CO-ENERGY	5/13/2020	\$8,169.58
64165	BENTON REA	5/13/2020	\$345.83
64166	CITY OF SUNNYSIDE	5/13/2020	\$828.85
64167	AT&T MOBILITY	5/13/2020	\$375.90
64168	TRI-CITY HERALD	5/13/2020	\$262.75
64169	YAKIMA COUNTY G.I.S.	5/13/2020	\$169.49
64170	CENTURYLINK	5/13/2020	\$145.67
64171	AT&T MOBILITY	5/13/2020	\$649.63
64172	MATHESON PAINTING, INC.	5/14/2020	\$28,752.48
64173	DEPARTMENT OF RETIREMENT	5/15/2020	\$2,878.50
64174	ROZA EMPLOYEE BENEFIT FUND	5/15/2020	\$104.00
64175	AFLAC	5/15/2020	\$547.36
64176	LABORER'S LOCAL UNION 348	5/15/2020	\$2,160.00
64177	DEPARTMENT OF RETIREMENT	5/14/2020	\$66,811.82
64178	JACOB WALLACE	5/14/2020	\$73.00
64194	YAKIMA HERALD-REPUBLIC	5/20/2020	\$625.62
64195	U.S. CELLULAR	5/20/2020	\$3,266.44
64196	NOE GUZMAN	5/20/2020	\$385.00
64197	PACIFIC POWER & LIGHT CO.	5/20/2020	\$164.78
64198	CASCADE NATURAL GAS CO.	5/20/2020	\$226.52
64199	ANATEK LABS, INC.	5/20/2020	\$175.00
64200	CENTURYLINK	5/20/2020	\$56.99
64201	DID #11	5/22/2020	\$32,100.00
64202	HDR ENGINEERING, INC.	5/22/2020	\$23,179.48
64203	ROZA EMPLOYEE BENEFIT FUND	5/29/2020	\$104.00
64204	CO-ENERGY	5/29/2020	\$8,013.81
64205	NUVIA ESPANA	5/29/2020	\$77.08

System: 5/30/2020 9:58:47 AM
User Date: 5/30/2020

Roza Irrigation District
VENDOR CHECK REGISTER REPORT
Payables Management

Page: 2
User ID: williajm

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
-----						-----
Total Checks:	54			Total Amount of Checks:		\$703,690.46
						=====

Ranges:	From:	To:	From:	To:
Check Number	First	Last	Check Date	5/20/2020
Vendor ID	First	Last	Checkbook ID	PAYABLES
Vendor Name	First	Last		PAYABLES


Sorted By: Check Number

* Voided Checks

Check Number	Vendor Check Name	Check Date	Amount
64179	BLEYHL FARM SERVICE, INC.	5/20/2020	\$96.26
64180	BLUETARP FINANCIAL/BI-RITE	5/20/2020	\$2,033.77
64181	COMMERCIAL TIRE, INC.	5/20/2020	\$1,935.46
64182	CLIFF'S SEPTIC SERVICE	5/20/2020	\$207.16
64183	CLIFF'S SEPTIC TANK SERVICE	5/20/2020	\$388.80
64184	CRYSTAL SPRINGS	5/20/2020	\$87.19
64185	H. D. FOWLER COMPANY	5/20/2020	\$2,806.57
64186	IRON MOUNTAIN	5/20/2020	\$51.83
64187	LOWER VALLEY MACHINE SHOP, INC	5/20/2020	\$35.13
64188	MORTON'S SUPPLY, INC.	5/20/2020	\$249.51
64189	NC MACHINERY CO.	5/20/2020	\$264.90
64190	OXARC, INC.	5/20/2020	\$108.46
64191	SPOKANE HOUSE OF HOSE, INC.	5/20/2020	\$335.84
64192	TELEMUNDO/MOUNTAIN BROADCASTIN	5/20/2020	\$194.00
64193	KCYU/MOUNTAIN BROADCASTING LLC	5/20/2020	\$861.00
Total Checks: 15		Total Amount of Checks:	\$9,655.88

Item #2



To: Board of Directors
From: Scott Revell, District Manager 
Date: June 9, 2020
Re: Coronavirus Emergency Operations


Overview

The staff have adapted well and have been willing to be flexible to keep the District running.

- ✓ Water deliveries have been made on the normal schedule during the past month.
- ✓ One employee has tested positive and as of the date of the report preparation. Employees were informed the following day. The employee has returned to work.
- ✓ Several employees have been in self isolation/quarantine at various points over the past month.
- ✓ Several employees have underlying conditions which put them in the high risk category. Some job shifting has resulted.
- ✓ The hand washing measures, physical separation and other measures put into the place to prevent and reduce the spread of the coronavirus will continue to be implemented.
- ✓ The irrigation districts in the Yakima Basin have done a very good job of sharing information.
- ✓ The Roza office remains closed to the public, which has been the case since March 20th.

Item #3



To: Board of Directors
From: Scott Revell, District Manager 
Date: June 9, 2020
Re: June Water Supply Update

USBR issued a 92% water supply forecast for the proratable irrigation districts in June following a 91% supply forecast in May. The low-end forecast is 82%. Storage control is estimated to occur on or about June 15th.

The snowpack has mostly melted, although incoming colder weather may build high elevation snow.


<u>Reservoir storage status on June 2, 2020</u>		<u>Capacity (Ac. Ft)</u>
Keechelus	89%	157,800
Kachess	88%	239,000
Cle Elum	96%	436,900
Rimrock	99%	198,000
Bumping	100%	33,960

Storage in the system is at 106% of average. Precipitation for the water year is 104% of average. Keechelus and Cle Elum reservoirs will likely fall just short of complete refill.

The next water supply forecast from USBR will occur in early July.

Item #4



To: Board of Directors
From: Wayne Sonnichsen, Engineering Manager 
Date: June 9, 2020
Re: Canal Emergency Management Plan

Attachments

1. Resolution No. 2-2020
2. Canal Emergency Management Plan

Background

In January of 2012 the Board adopted Resolution No. 4-2012, Canal Emergency Management Plan. This plan was updated May 1, 2020 with current Roza Irrigation District organizational information and emergency phone numbers.

The plan is a template document prepared by USBR and customized by staff for Roza.

The plan will be distributed to supervisors and weekend duty operators.

Recommended Motions

I move to approve adoption of Resolution No. 2-2020, Canal Emergency Management Plan.

Roza Irrigation District
Resolution No. 2-2020

CANAL EMERGENCY MANAGEMENT PLAN

WHEREAS, the Board of Directors has determined that it is necessary and in the best interests of the ROZA IRRIGATION DISTRICT to update and formalize the procedures and policies directing its response to and management of canal breaks and other canal emergencies.

NOW THEREFORE BE IT RESOLVED by the Board of Directors of the ROZA IRRIGATION DISTRICT that the attached document entitled "Canal Emergency Management Plan for the ROZA IRRIGATION DISTRICT main Canal" is adopted as its policy regarding canal breaks and other canal emergencies, and updates the 2012 Canal Emergency Management Plan.

BE IT FURTHER RESOLVED that all ROZA IRRIGATION DISTRICT management/supervisory employees and all other employees whose duties include canal operation tasks are directed to familiarize themselves with the contents of this Plan, and

BE IT FURTHER RESOLVED that the ROZA IRRIGATION DISTRICT is directed to implement periodic training to assure that all management/supervisory employees and all other employees whose duties include canal operation tasks are knowledgeable of the contents of this Plan, and

BE IT FURTHER RESOLVED that the ROZA IRRIGATION DISTRICT is directed to periodically update the canal data and other general information contained in this Plan, and

BE IT FURTHER RESOLVED that this Plan is to be printed and distributed in a format suitable for field use in emergency situations.

DATED this 11th day of June 9, 2020.

PRESIDENT

VICE-PRESIDENT

DIRECTOR

(SEAL)

DIRECTOR

ATTEST:

DIRECTOR

SECRETARY

CANAL EMERGENCY MANAGEMENT PLAN

For The Roza Irrigation District Main Canal

**Operator: Roza Irrigation District
125 South 13th Street
P.O. Box 810
Sunnyside, WA 98944**

**Date: September 11, 2012
Updated: May 1, 2020**

Roza Irrigation District
Resolution No. 4-2012

CANAL EMERGENCY MANAGEMENT PLAN

WHEREAS, the Board of Directors has determined that it is necessary and in the best interests of the ROZA IRRIGATION DISTRICT to update and formalize the procedures and policies directing its response to and management of canal breaks and other canal emergencies.

NOW THEREFORE BE IT RESOLVED by the Board of Directors of the ROZA IRRIGATION DISTRICT that the attached document entitled "Canal Emergency Management Plan for the ROZA IRRIGATION DISTRICT main Canal" is adopted as its policy regarding canal breaks and other canal emergencies, and

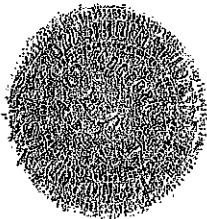
BE IT FURTHER RESOLVED that all ROZA IRRIGATION DISTRICT management/supervisory employees and all other employees whose duties include canal operation tasks are directed to familiarize themselves with the contents of this Plan, and

BE IT FURTHER RESOLVED that the ROZA IRRIGATION DISTRICT is directed to implement periodic training to assure that all management/supervisory employees and all other employees whose duties include canal operation tasks are knowledgeable of the contents of this Plan, and

BE IT FURTHER RESOLVED that the ROZA IRRIGATION DISTRICT is directed to periodically update the canal data and other general information contained in this Plan, and

BE IT FURTHER RESOLVED that this Plan is to be printed and distributed in a format suitable for field use in emergency situations.

DATED this 11th day of January, 2012.



(SEAL)

ATTEST:

Tom Moore
SECRETARY

Ric Valinoff
PRESIDENT
Just Walsh
VICE PRESIDENT
D.G. Weirich
DIRECTOR
Tom Adams
DIRECTOR
Thomson
DIRECTOR

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CANAL EMERGENCY MANAGEMENT PLAN

For The Roza Irrigation District Main Canal

Section I – General

A. Scope and Intent

The purpose of this document is to provide likely decisions and actions for situations involving a potential, reported, or active breach/failure of the Roza Main Canal.

This Plan is to provide comprehensive and easy to follow directions for Roza Irrigation District staff responding to an emergency. These directions are intended to help save lives and reduce property damage in the event of an emergency event that could result in flooding of areas adjacent to the canal system.

This Plan shall be reviewed periodically by the District's operations staff to ensure that the information/instructions are accurate and complete.

B. Timeframe and Sequence

This plan assumes a timeframe beginning with the onset of the emergency and the following few hours up to a day following canal embankment failure. The likely decisions and actions covered in this Plan are described in a likely sequential order. Verification of the emergency should always precede actual dewatering of the Main Canal. It may be appropriate for other decisions and actions to over-lap, take place simultaneously, or follow a different sequence.

C. Authority

The Roza Irrigation District defines its chain of command in Appendix A and is structured to provide managerial/supervisory depth and some redundancy to cover critical situations. For after-hours situations the District has a Supervisor available at all times. On Saturday, Sunday and holidays there are 3 ditch riders available for 6 hours each day. (Appendix B.) If needed, the supervisor will call out employees as needed.

These organizational arrangements enable collaborative decision-making during emergencies. Such collaborative decision-making is encouraged because

stressful situations increase the possibility of individual error. Local office Bureau of Reclamation dispatchers/officials should be included in the decision-making process when appropriate. USBR contact numbers are listed in Appendix C. These telephone numbers should be programmed into all supervisor's cell phones. **Consensus of the decision is not required.** The ranking employee present is authorized, expected, and responsible to make the decisions and implement the actions necessary to manage the emergency.

D. Board of Directors

It is likely that, in a canal emergency, the situation will advance to the verification and water evacuation decision stages, or beyond, before the Board of Directors are informed or otherwise becomes aware of the emergency. This Plan anticipates that during emergency situations, emergency decision making will be performed by management/supervisory staff in accordance with the staff organization chart and staff chain of command.

Section II – Emergency Causes and Progression of Decisions

A. Within/Adjacent to Canal Prism

The most likely type of a canal emergency occurs within or adjacent to the canal prism or appurtenant structures. The cause can be from such events as seepage/piping, erosion, slumps, or structural embankment failure, structural failure of check structures, transitions or siphons, overtopping caused by operational mistakes, debris jams, weather events or other situations. In these circumstances, decision-makers need to move **immediately** toward monitoring, reporting, verification, and possible evacuation decisions outlined in Section III.

B. Earthquakes

If Reclamation reports an earthquake with proximity and magnitude sufficient for Reclamation to mobilize damage inspections of any dams in the Yakima Basin, or if an earthquake is felt by operating entity staff, field personnel **shall** be mobilized to inspect all major facilities of the Roza Main Canal. Special attention should be made to inspect fill embankments, siphons, check structures, and concrete transitions. If labor is limited then priority is to be given to the facilities from 11.0 mile to 28.8, as the area is more heavily populated.

C. Floods

Flash flooding, especially during the irrigation season, can cause canal failures if flood flows cause the canal's capacity to be exceeded or if flood debris enters the canal system causing jams and overtopping. If flooding is observed or reported, patrols should be mobilized to inspect canal facilities in the area of the flooding and downstream areas/facilities.

Cross drainage features could become plugged, allowing floodwaters to be impounded, on the uphill side, by the canal embankment.

Section III – Response Levels

A. Purpose

The purpose of using response levels is to provide specific actions to consider or implement relative to various stages of an emergency located within or adjacent to the canal prism. Some emergencies may begin and end within Response Level 1; others may progress to Level 2 and/or 3. However, sometimes the timing of emergencies will not allow a progression of response levels. Depending on initial observations of concerns or an incident, it may be necessary to immediately begin with actions listed under Response Level 2, 3 or 4.

B. Response Level Observations/Actions

Response Level 1 – Supervisor on Duty

Indication/observations of a potential developing concern

- Weather forecast for unusually heavy rains that could cause localized flooding and increased flows within canal.
- A reoccurrence of a previous seepage or wet area, compared to previous years' observations. No apparent change in size or quantity. No cloudiness is apparent in seepage flow.
- A new seepage or wet area has developed, but is relatively small in quantity or size, and is not changing in appearance. No cloudiness is apparent in seepage flow.

- Minor erosion, slumps, scarps, gaps or cracking to canal bank/embankment have occurred, but are not evident or related to changes in any new seepage conditions.

Response actions to be taken:

- Provide information on observations to all appropriate staff within Roza Irrigation District.
- Develop monitoring plan for observed conditions.
- Immediately communicate internally any changed conditions to warrant upgrade to Response Level 2.

Response Level 2 – Manager or next in authority notified

Indication/observations of a threatening condition – could lead to possible failure

- A previous seepage or wet area, compared to previous observations, shows a notable increase in size or quantity. Cloudiness or sediment transport is apparent in seepage flow.
- A new seepage or wet area has developed, and is showing a change in quantity or size. Changes are reflective of changes in canal flow. Cloudiness or sediment transport is apparent in seepage flow.
- Erosion, slumps, scarps, gaps or cracking to canal bank/embankment have occurred, and are related to changes in existing seepage conditions.

Response actions to be taken:

- Implement monitoring plan as conditions warrant.
- Evaluate ability to correct the situation and continue or curtail present service. Put corrective procedures into action if necessary. If deemed appropriate to wait until business hours, contact appropriate supervisors to arrange work for next business day.
- Review possible procedures and actions (as outlined in this Emergency Management Plan) to be taken regarding canal flows

(lowering flow levels, canal shutoff, and dewatering), personnel availability, equipment and material location for possible mobilization, communications, etc.

- Immediately communicate internally if any changed conditions warrant upgrade to Response Level 3.

Response Level 3 – External Notification

Indication/observations of an imminent failure – or canal breach has occurred and is verified.

- Canal embankment conditions have worsened (visible piping and loss of material, head cutting of canal bank has initiated, etc.) which reflect a potentially imminent failure of the canal.

Response actions to be taken:

Send District personnel to verify situation, or supervisor go and call out District personnel at the same time.

Send District personnel to close main canal gate upstream of the potential failure site and open wasteway gates above the portion of embankment that is jeopardized, in order to dump the full flow of the canal or portion as needed to control problem area.

Notify the District Manager or next in line on the organizational chart.

Notify local Reclamation field or area office of observed conditions and continue to notify/update status of situation as conditions warrant. Consult on any advisable possible actions to be taken.

Notify Yakima County Sherriff's Office and other local authorities and communities of need to immediately evacuate the described areas likely to be impacted because of a probable failure.

Plan and mobilize resources to support repair.

Response Level 4 – External Response Necessary

Indication/observations of a canal breach has occurred (and verified)

- Canal breach is visible or failure has been reported and verified internally.

The flooding from a canal breach is directly dangerous to people and secondary accidents related to the flooding can also be dangerous to people. Protecting human life is the most important objective of canal emergency management, including employee safety. The high water velocities, eroding embankments, and flooding caused by a canal breach creates hazardous working conditions.

Response actions to be taken:

Close main canal gates upstream of the break and open the associated wasteway gate, first and foremost. (If WW2 or Diversion Gate at MP 11.0, UBRs will have to do it!)

- Immediately implement procedures and actions to lessen impacts of the canal failure. Begin immediately to shutoff canal flows, sending them down the wasteways and dewater canal.
- As a secondary item, if beneficial, the wasteway gate downstream of the canal break can be opened to more quickly decrease canal elevation to reduce the amount of water leaving the canal through the breach of the embankment.
- Spread out the wasteway flow among other upstream wasteways to prevent overtaxing a single wasteway.

Notify District manager or next in Organizational Chart

- Notify local Reclamation field or area office of observed conditions. Discuss reducing diverted water from the Yakima River.
- Notify local authorities and communities of need to immediately evacuate the described areas likely to be impacted because of a failure that has occurred.

- Mobilize resources (District staff, equipment, etc.) to support response efforts.

Section IV – Verify Emergency

A. Operating Entity Reports

Reports of canal failures from ditch riders and other operating entity employees can be accepted as accurate and lead to the initiation of canal evacuation unless there are physical or personnel circumstances indicating field verification is needed.

B. Other Reports

Reports of canal failures from water users, the public, or others shall be field verified. The person making the report should be questioned to verify they are really observing a canal break. Evaluate the credibility of the person making the report.

NOTE

Remember that flooding due to overtopping or associated with a broken head gate or broken lateral near the head works can look like a canal break but may not actually endanger the canal.

Section V – Dewatering the Canal

A. Objectives

Once a canal failure is verified and a decision to dewater the canal is reached, operation decisions and actions must include the following objectives:

1. Protect human lives

The flooding from a canal break is directly dangerous to people and secondary accidents related to the flooding can also be dangerous to people. Protecting human life is the most important objective of canal emergency

management, including employee safety. The high water velocities, eroding banks, and flooding caused by canal breaks create hazardous working conditions.

NOTE

Flood hazards may be encountered while traveling to the canal break.

B. Dewater through Wasteways

Wasteway and canal data are referenced and included as part of this document in **Appendix C**. Each wasteway along the canal system, starting at the head works, is identified. Note that there may be downstream development along some waste ways that may restrict the original design capacity. These are noted in the chart.

In theory the wasteways can each dump the full design flow of the main canal at the given wasteway location. In practice the main canal is never run at the full design flow rate. In addition the full amount of water at normal high flow can be too much for these wasteways to handle for long periods of time. Once the water is diverted to dewater the main canal at the canal break site, then water should be dumped through upstream wasteway locations to spread out the water though out the system. It is also advised to have the employee who starts water down a wasteway follow the head of water downstream to be sure there is not a problem created downstream. Water can also be taken out of the canal by USBR to help ease demand on the Roza controlled wasteways. As these additional dumps of water are realized downstream, the original spill will be reduced and stabilized at a flow rate that is more reasonable to maintain in the wasteway for longer periods of time.

Keep in mind that the necessity to put water in other wasteways will be compounded if any or all of the pumping plants were to go down. The bottom of Appendix C lists all the pumping plants in relation to the Wasteways and the maximum flow rates. The maximum flow in the canal reflects having capacity to handle a shut off of the pump, but the water must go down the closest wasteway if running at full flow.

C. Other Possible Dewatering Actions

1. The wasteway downstream of the point of canal failure can be opened to help drop the water level. Since canal bottom slopes and hydraulic gradients are quite flat, water will still flow toward the breach from both directions creating a peak breach discharge exceeding the normal flow of the canal.
3. Place dikes in the canal to reduce and control the amount of water reaching the breached area.

As applicable, Reclamation dispatchers should be notified to reduce or stop Roza Main Canal flow as soon as possible.

Regulate the canal to enable continued water delivery using the nearest regulation point upstream of the failure. This step is a lesser priority than the expeditious and safe evacuation of water from the failed portion of the canal. The regulation point utilized must be reliable enough to prevent the inadvertent release of water into the failed area. Consider disabling upstream SCADA and other automation devices to prevent unintended gate operation.

Once evacuation is initiated, make decisions about the out-of-service portion of the Roza Main Canal. Recognizing the canal water surface and related drawdown considerations,

- Shut down all lateral head gates and farm unit turnouts and conserve storage behind checks, or
- Continue lateral diversions and farm unit deliveries as long as flows allow
- Try to operate all areas uniformly, to the extent possible.

Section VI – Notifications and Assistance

The Roza Irrigation District person in charge of the situation will call 911 if necessary. This will set into action a chain of events. Someone from Law Enforcement will come to the site. The supervisor at the site will report to that person who will coordinate all other law enforcement, fire, road closures, evacuations etc.

The on-site Roza Supervisor should stay focused on what the District needs to do to remedy the situation. They are not to spend time calling utility companies or others.

Section IX – Notification to Water Users and the Public

The District Manager is the designated spokesperson for the District to report emergency-related information to the water users and to the news media. In the absence of the spokesperson the ranking Operating entity employee responsible to manage the emergency is the designated spokesperson. To the extent possible, all public information should come from the spokesperson and other employees should refer requests for information from water users and the news media accordingly. Every effort should be made to ensure that any emergency-related information released by the operating entity is as forthright and as accurate as possible.

NOTE

In reporting public information, do not speculate about the possible cause of the emergency.

It is important that water users facing a loss of irrigation service be informed of the situation as soon as possible after adequate information is available. Water users will make farming and business decisions based on the information provided by the operating entity so every effort should be made to avoid unduly optimistic or unduly pessimistic statements. The designated spokesperson will prepare a statement for the Roza Irrigation District web site and update it as information becomes available. Landowners will be directed to the website for updated information. The following business day those that answer the phones will have the same information as the website to let landowners that phone in know what is going on.

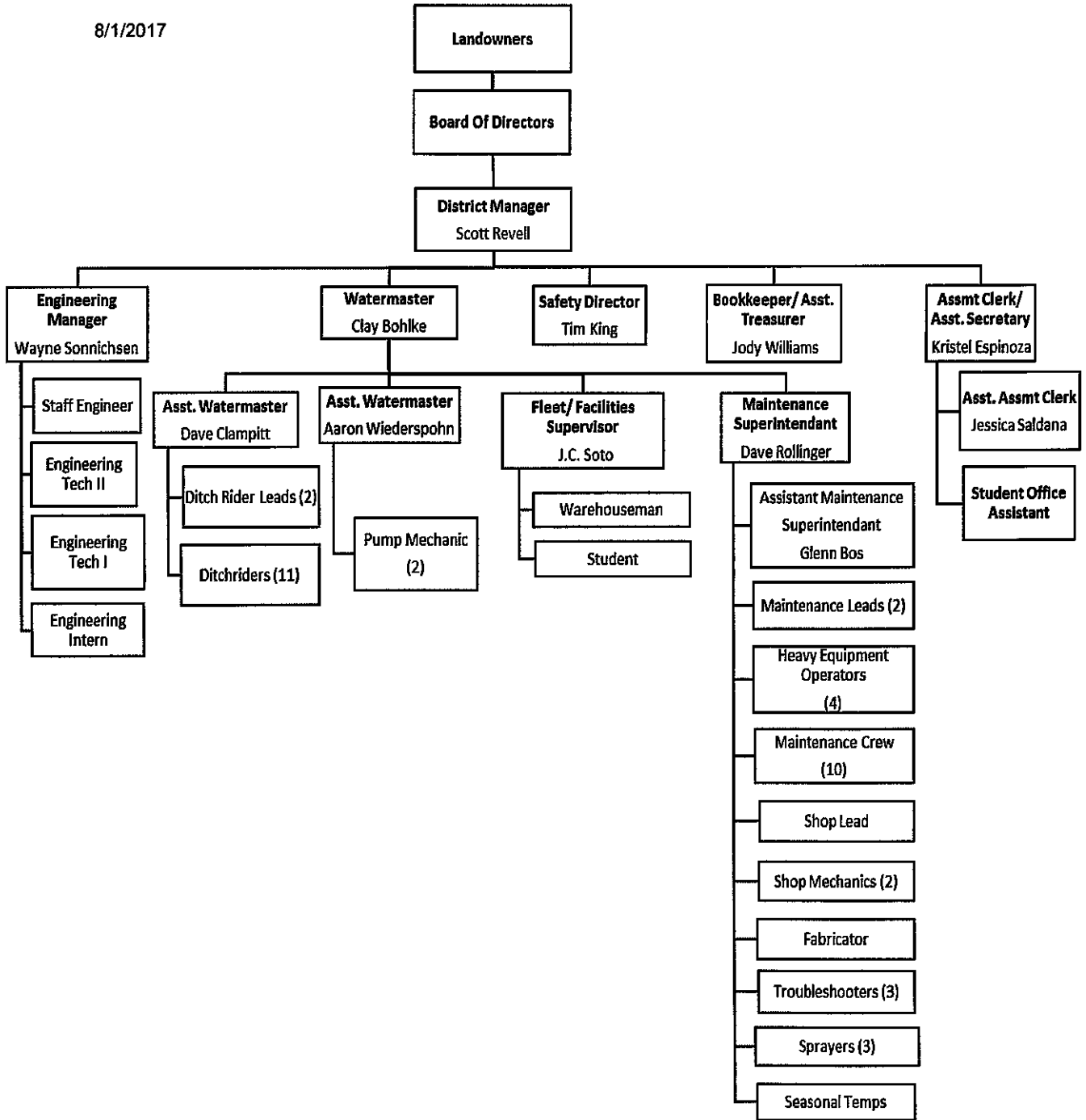
The Board of Directors and individual Directors have a duty to represent their constituents on emergency related matters and as elected public officials have a public role to play regarding the operating entity's relationship with water users, the public, the news media, and with other public agencies. Operating entity management/supervisory staff should, to the extent possible, support the Directors in performing these duties. Directors will be updated by the District Manager.

Section X – Training

All supervisors that have weeknight and weekend duty are to be familiarized with wasteway and main canal gate operation so that in case of an emergency they can operate the gates or they are able to give instructions over the phone to appropriate personnel. This will be done when a new supervisor is added to the roster, or annually for those supervisors who do not work intimately with the gates.

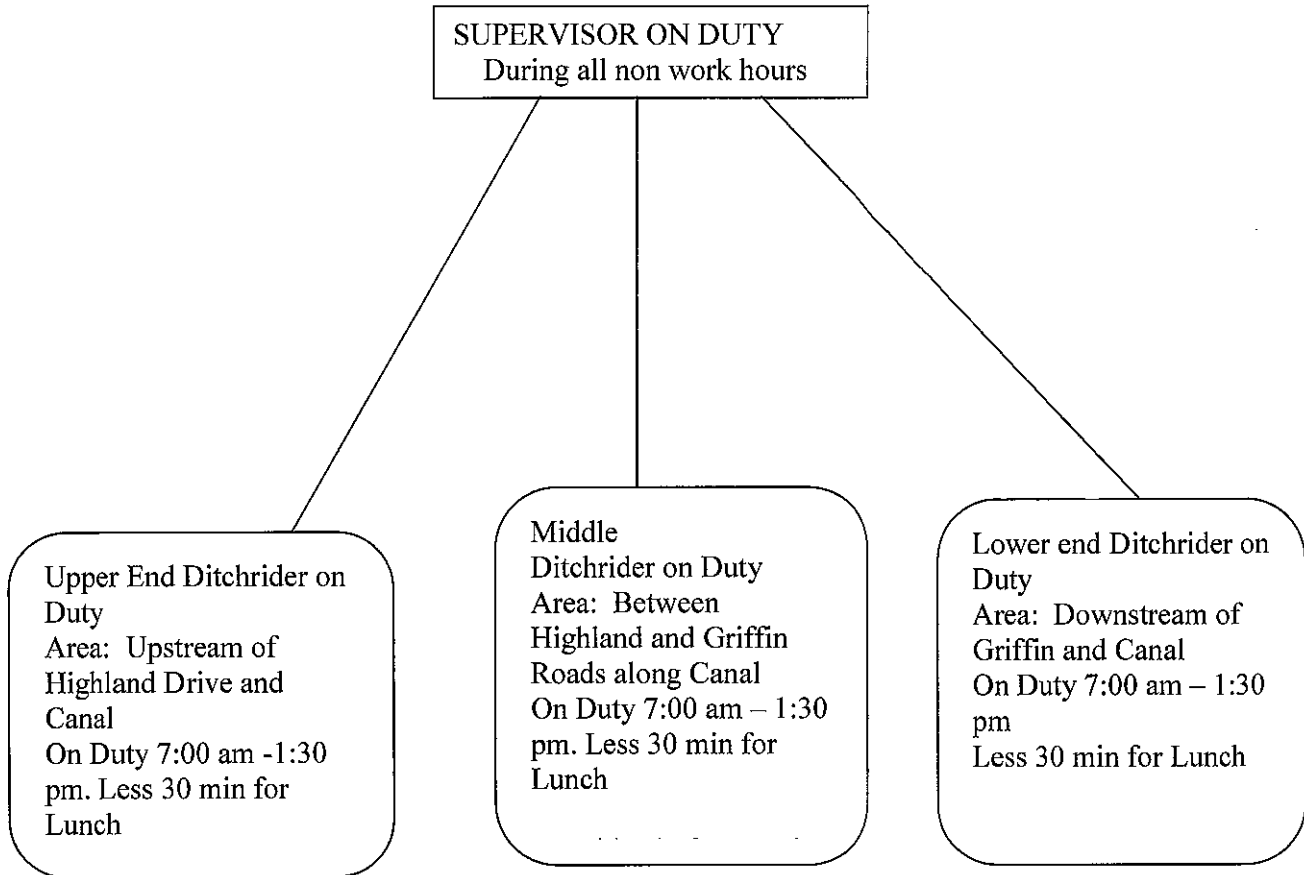
APPENDIX A ORGANIZATIONAL CHART

8/1/2017



APPENDIX B

WEEKNIGHTS AND WEEKEND ORGANIZATIONAL CHART During Irrigation Season Only



The duty ditch riders are on duty Saturday, Sunday and Holidays only.

Appendix C

USBR Contact Numbers

Emergency Call Out List

1. USBR	Main Office/Emergency	509-573-8000
2. Lance Schott	Roza PP Foreman	509-670-3267
3. Jadya Barker	Roza PP Mechanic	509-930-6006
4. Ron Jones	Roza PP Electrician	509-823-7785
5. John Settle	Chandler PP Foreman	360-460-4619
6. Lonnie Johnson	Chandler PP Electrician	509-366-7642
7. Ralph Dotson	Chandler PP Mechanic	509-480-3203
8. David Baker	Power Systems Supervisor	509-859-7102
9. Aaron Galayde	YFO WS Supervisor	509-930-7190
10. Max Dodd	YFO WS Foreman (Canals)	509-592-6640
11. Wayne Doan	YFO WS Foreman (North dams)	509-406-5266
12. John McCoy	YFO WS Foreman (South Dams)	509-406-0270
13. Mark Briggs	YFO Fish Supervisor	509-930-6655
14. Jason Hennessy	YFO Fish Foreman	509-406-1921
15. Chris Williams	YFO Fish Foreman	509-607-6735
16. Chad Stuart	YFO Manager	509-406-3031
17. Talmadge Oxford	CCAO Manager	720- 454-9939

Appendix D
Engineering Data on Wasteways

**APPENDIX E
UTILITIES, LOCATES AND REPAIR
ONE CALL CENTER
1-800-553-4344 or 811**

PACIFIC POWER

Office (509) 575-3140
Repair (888) 221-7070
Lineman: Vern Cell 509-830-5060

BENTON REA

Office (509) 786-2913
Field Supervisor: Jeb Knox (509) 786-7305; Cell (509) 786-8703
Field Man: Rich Johnson Cell (509) 786-8488
Lineman: Jeb Cell 509-786-8703

WILLIAMS COMPANIES (Natural Gas)

(509) 290-0379 Eric or Bob (Field man)

AT&T – Yakima

Brad (509)388-5285

STAKE CENTER LOCATING (Phone, Power, etc.)

1-801-364-1063
Call Center: 253-833-2343

YAKIMA COUNTY:

Patrick (Area Supervisor): 509-496-3148
Mike (Locator): 509-385-7474
Eddie (Locator): 509-237-2099

BENTON COUNTY:

Area Manager: Brandon Leonard 1-206-498-2807

PHONE REPAIR

CENTURY LINK: 1-800-877-4421
Local Stake Center: See Stake Center above
CENTURY LINK: 1-877-290-5458 (East of District Line Rd)
UNITED TELEPHONE NORTHWEST (Zillah Area)
Burt Swanson Repair Supervisor 509-839-6702

SUNNYSIDE CENTURYLINK OFFICE

839-6650; 839-6654; (Mike) 839-6651

CHARTER COMMUNICATIONS (Fiber Optics)

1-888-438-2427 for repair or digging purposes

Item #6



To: Board of Directors
From: Wayne Sonnichsen, Engineering Manager *(WS)*
Date: June 9, 2020
Re: 2020/2021 Enclosed Conduit System (ECS) Materials Bid

Attachments

1. Roza Irrigation District Bid Proposals 2020-2021.

Background

RID advertised for 2020/2021 materials bids in the Yakima Herald and Tri-Cities Herald on May 10 and 17. Bids were received until 10:00 a.m., June 4, 2020, at which time they were opened and read aloud. The bid results are attached.

The lowest successful bidders were:

- Sections 1 and 5 - Core & Main
- Section 2 – Ferguson Waterworks
- Section 3 – Valley Pipe Company
- Section 4 – H.D. Fowler Company

Based on the recommended successful bids, the total amount bid for all five sections is \$1,083,305.65. The engineer's estimate was \$1,242,322.92.

Staff recommends approval of Core & Main for Sections 1, and 5; Ferguson Waterworks for Section 2; Valley Pipe Company for Section 3; and H.D. Fowler for Section 4 as lowest successful bidders of the 2020/2021 ECS Materials bid.

Recommended Motion

I move to approve Core & Main for Sections 1, and 5; Ferguson Waterworks for Section 2; Valley Pipe Company for Section 3; and H.D. Fowler for Section 4 as lowest successful bidders of the 2020/2021 ECS Materials bid

Roza Irrigation District
 Bid Proposals
 2020-2021 ECS Project

Company	Bid Bond	Signed Proposal	Addendum 1	Addendum 2	Section 1	Section 2	Section 3	Section 4	Section 5
Core and Main*	X	X	X	X	\$728,117.53	\$192,101.44	\$43,489.44	\$32,840.62	\$137,604.68
Ferguson Waterworks**	X	X	X	X	\$732,883.79	\$153,513.30	\$39,213.03	-	-
Consolidated Supply Co.	X	X	X	X	\$742,099.18	\$205,278.25	\$37,551.60	\$35,608.89	\$144,634.31
H. D. Fowler	X	X	X	X	\$731,376.00	\$155,530.80	\$36,973.80	\$28,080.00	\$139,498.20
Valley Pipe Company	X	X	X	X	-	-	\$35,990.14	-	-
Bid Total									
		\$1,083,305.65							
Engineers Estimate		\$1,242,322.92			\$851,222.52	\$161,334.72	\$36,209.59	\$24,889.79	\$168,666.30

* Section 5 for Core and Main total was off by \$388.80. After calculation, the total should be \$137,993.48. They have been notified, and will honor their original bid.

** Section 2 for Ferguson Waterworks total was off by \$0.63. After calculation, the total should be \$153,512.67. They have been notified and will honor the new price.

Item #7



To: Board of Directors
From: Scott Revell, District Manager
Date: June 9, 2020
Re: District Manager's Monthly Update

Miscellaneous Items

1. 2020 USBR power expenses are \$231,661 less than budgeted because Roza had a credit from 2019. The lower than expected 2019 power expenses were the result of less power being used for the 18 pump lateral canals and the re-regulation reservoirs than projected by USBR.
2. The Hydroment system which includes gauging and remotes data access for the reservoirs and streams and Yakima River is aging to the point of failure and is in need of replacement. The irrigation districts are advocating for funding through USBR. Total replacement is roughly \$5 million.
3. The July Board meeting will include a Bull Trout update with Walt Larrick and Jason Romine from the USF&WS office in Yakima.
4. I was a panelist on a June 3rd webinar concerning irrigation districts and water law in the west sponsored by Schroeder Law Offices with attendees from across the west.
5. The water transfer advisory group will meet next on June 10th.

Item #8



To: Board of Directors

From: Wayne Sonnichsen, Engineering Manager

WS

Date: June 9, 2020

Re: Engineering Manager's Report

Miscellaneous items of note:

- The upgrade to the TruePoint water accounting software is still under construction and the District is currently double entering information into TruePoint and IDMS. The ability to stop using IDMS hinges on a canal flow report working properly. This report is not yet giving accurate information.
- The TruePoint customer portal is functional, but needs a bit more work to be acceptable to roll out to the landowners.