



## BOARD OF DIRECTORS REGULAR MEETING

Tuesday, January 10th, 2023 – 9:00A.M.

### AGENDA

1. Consent Agenda (approved with one motion).
  - a. Minutes of December 6, 2022 Regular Board meeting.
  - b. Minutes of December 13, 2022 Special Board meeting.
  - c. Status of Investments Report – December 31, 2022.
  - d. Treasurer’s Report– December 31, 2022.
  - e. Statement of Income and Expense Report, for the eleven periods ending November 30, 2022.
  - f. Comparative Balance Sheet Report, for the eleven periods ending November 30, 2022.
  - g. Claims.
2. Oath of office –Jason Sheehan
3. Reorganize board: elect President and Vice-President.
4. Readopt and/or change By-Laws.
5. Readopt Delegation Resolution.
6. 2023 water supply update.
7. Authorize contract amendment with ASM Affiliates for Enclosed Conduit System related historic preservation mitigation work.
8. 2022 Budget
9. Tier II water issues.
10. Watermaster’s report.
11. District Manager’s report.
12. Engineering Manager’s report.
13. Executive Session:
  - a. Executive session pursuant to RCW 42.30.110(1)(g). To evaluate the performance of a public employee.
  - b. Executive session pursuant to RCW 42.30.110(1)(i). Potential and pending litigation- State v. Acquavella, Terrace Heights Sewer District.
  - c. Executive session pursuant to RCW 42.30.110(2)(a)(iii). To evaluate legal risk of a proposed action.
14. Appoint the Secretary/Treasurer and hire the manager.
15. Oath of office – Scott Revell.

# Item #1

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**ROZA IRRIGATION DISTRICT  
STATUS OF INVESTING ACCOUNTS  
December 31, 2022**

BANK	\$ AMOUNT	INTEREST EARNED	INTEREST RATE	BALANCE
L.G.I.P.	\$13,198,328.09	48,432.31	4.1113%	\$13,246,760.40
U.S. - MIA INV.	\$100.21	0.00	0.01%	\$100.21
U.S. - SAVINGS	\$153,645.11	0.35	0.01%	\$153,645.46
U.S. - CHECKING	\$195,676.00	46.22	0.01%	\$195,722.22
			<b>TOTAL</b>	<b>\$13,596,228.29</b>

**ROZA IRRIGATION DISTRICT  
STATUS OF INVESTMENTS  
December 31, 2022**

INVESTMENT	RATE	MATURE	EXPENSE	TOTAL
			0.00	0.00
<b>TOTALS:</b>			0.00	0.00

<b>TOTAL OF ALL CASH</b>	13,596,228.29
<b>MINUS RESTRICTED CASH</b>	593,412.36
(Construction/Reserve/Memo \$)	
(Drought)	4,049,213.59
(WSD)	3,581,885.46
<b>TOTAL O &amp; M CASH</b>	<b>5,371,716.88</b>

**ROZA IRRIGATION DISTRICT**  
**TREASURER'S FINANCIAL STATEMENT**  
**December 31, 2022**

	EXPENSE	CONST.	RESERVE	MEMO	TOTAL
Balance First of Month	15,188,477.14	336,041.90	288,000.00	0.00	15,812,519.04
Collections	309,554.44	1,307.00			310,861.44
Miscellaneous	11,166.96				11,166.96
Matured Investments					0.00
Interest	48,478.88				48,478.88
Transfers					0.00
<b>TOTAL</b>	<b>15,557,677.42</b>	<b>337,348.90</b>	<b>288,000.00</b>	<b>0.00</b>	<b>16,183,026.32</b>
 LESS:					
Voucher Checks Issued	196,960.38				196,960.38
Misc. Checks Issued	2,295,092.18	31,936.54			2,327,028.72
Tier 2 Checks	62,808.93				62,808.93
NSF Check Returned					0.00
Bank Charge					0.00
Void Check					0.00
<b>TOTAL PAID</b>	<b>2,554,861.49</b>	<b>31,936.54</b>	<b>0.00</b>	<b>0.00</b>	<b>2,586,798.03</b>
 Balance End of Month	 13,002,815.93	 305,412.36	 288,000.00	 0.00	 13,596,228.29

STATEMENT OF INCOME EXPENSE  
Roza Irrigation District  
For the Eleven PERIODS ENDING November 30, 2022

	CURRENT PERIOD	2022 YTD	2021 YTD
ASSESSMENT INCOME/O & M	0.00	13,512,649.02	13,149,409.36
ASSESSMENT INCOME/CONST	0.00	1,624.70	1,631.35
TOTAL ASSESSMENT INCOME	0.00	13,514,273.72	13,151,040.71
INTEREST INCOME/INV/DELINQ	2,079.06	16,468.41	15,246.22
INTEREST INCOME/INV/OTHER	48,792.05	228,888.29	13,886.98
TOTAL INTEREST INCOME	50,871.11	245,356.70	29,133.20
RENTAL INCOME/HOUSES	502.70	5,693.55	6,018.54
TOTAL RENTAL INCOME	502.70	5,693.55	6,018.54
DISP OF FIXED ASSETS INCOME	0.00	969.60	9,015.66
MISC INCOME	4.43	133,265.94	171,818.92
TIER 2 INCOME	65,578.92	793,110.11	1,021,757.66
MISC. INCOME/HEALTH/SAFETY	9,700.71	96,956.89	91,854.78
MISC INCOME/ AQUALASTIC LINING	0.00	230,987.50	178,151.70
MISC INCOME/20-21 PRESSURE PROJECT	0.00	0.00	50,732.00
MISC INCOME/KACHESS STUDY	45,185.76	48,167.43	547,560.71
TOTAL MISCELLANEOUS INCOME	120,469.82	1,303,457.47	2,070,891.43
TOTAL OF ALL INCOME	171,843.63	15,068,781.44	15,257,083.88
MC/LINED/BURNING	77.11	14,054.63	372.15
MC/LINED/CLEANING	736.78	17,149.86	9,316.49
MC/LINED/GROUTING	0.00	108,851.41	96,739.47
MC/LINED/REPAIR	20,455.91	89,452.00	82,264.83
MC/LINED/SEALING	0.00	231,239.94	218,228.14
MC/LINED/DRAINS	804.82	18,383.21	11,699.45
MC/LINED/COUNTRY CLUB REHAB	320.25	320.25	0.00
MC/UNLINED/BERMING	1,604.16	1,604.16	0.00
MC/UNLINED/BURNING	0.00	31,134.01	31,211.22
MC/UNLINED/CLEANING	14,106.97	76,737.30	332,311.23
MC/UNLINED/CORING	0.00	20,955.82	5,370.13
MC/UNLINED/REPAIR	1,231.33	70,555.63	25,582.32
MC/GROUND WEEDS/SPRAY	10,207.27	80,570.33	61,730.73
MC/GROUND WEEDS/PULL	0.00	1,524.26	2,079.44
MC/GROUND WEEDS/MOW	1,276.96	263,027.82	208,462.66
MC/AQUATIC WEEDS	92.99	162,139.00	371,520.62
MC/STRUCTURES/CLEANING	5,413.37	39,355.41	50,698.11
MC/STRUCTURES/CONST	648.78	57,823.71	12,895.57
MC/STRUCTURES/GRAVEL PACK	6,810.55	54,922.30	24,458.56
MC/STRUCTURES/GROUT	0.00	134.84	0.00
MC/STRUCTURES/REPAIR	3,729.84	57,585.62	23,716.41
MC/WATER MEASUREMENT	19,842.44	29,153.04	30,479.90
MC/SCADA/O & M	234.24	9,673.19	27,923.25
MC/AUTOMATED STRUC/REPAIR	6,202.00	68,005.98	63,104.85

STATEMENT OF INCOME EXPENSE  
Roza Irrigation District  
For the Eleven PERIODS ENDING November 30, 2022

	CURRENT PERIOD	2022 YTD	2021 YTD
MC/ROADS/CONST	0.00	506.98	416.27
MC/ROADS/BRIDGES,CATTLE GUARDS	0.00	32,448.98	864.05
MC/ROADS/REPAIR	8,533.62	311,887.63	150,697.28
MC/WASTEWAYS/BURN	0.00	4,176.66	2,220.53
MC/WASTEWAYS/CLEAN	123.80	1,232.59	4,433.38
MC/WASTEWAYS/REPAIR	1,020.48	5,722.27	26,128.87
MC/WASTEWAYS/SPRAY	0.00	386.80	0.00
MC/SIPHON & TUNNELS/CLEAN	7,913.33	24,890.00	1,133.59
MC/SIPHONS & TUNNELS/REPAIR	3,580.35	25,522.63	25,179.24
MC/UNDERSHOTS/CLEAN	0.00	21,735.90	19,801.38
MC/UNDERSHOTS/REPAIR	0.00	0.00	947.66
TOTAL MAIN CANALS	<u>114,967.35</u>	<u>1,932,864.16</u>	<u>1,921,987.78</u>
LATERAL/PIPED/CONST	18,869.67	29,454.87	22,863.68
LATERAL/PIPED/REPAIR	4,447.19	40,559.10	69,155.14
LATERAL/PIPED/LOCATING	0.00	865.25	2,127.89
LATERAL/OPEN/BURNING	77.11	24,915.81	27,523.39
LATERAL/OPEN/CLEAN	1,478.68	56,760.74	36,560.65
LATERAL/OPEN/CORING	0.00	367.92	1,804.65
LATERAL/OPEN/REPAIR	0.00	20,920.08	3,500.98
LATERAL/GROUND WEEDS/SPRAY	0.00	6,820.01	15,681.65
LATERAL/GROUND WEEDS/PULL	0.00	8,813.49	11,878.06
LATERAL/GROUND WEEDS/MOW	5,144.37	86,173.25	63,617.29
ECS/REPAIR	33,736.24	252,339.14	246,899.21
ECS/LOCATE	0.00	1,176.40	1,959.13
LATERAL/AQUATIC WEEDS	0.00	7,964.60	12,774.39
LATERAL/STRUCTURES/CONST	0.00	4,339.31	987.57
LATERAL/STRUCTURES/GROUT	164.70	1,380.93	0.00
LATERAL/STRUCTURES/REPAIR	3,011.00	11,396.51	2,585.33
FLOWMETER/CONST	0.00	13.25	63.52
FLOWMETER/REPAIR	0.00	27,224.45	56,213.35
LATERAL/ROADS/REPAIR	0.00	0.00	699.60
LATERAL/WASTEWAYS/CLEAN	0.00	23.10	0.00
LATERAL/WASTEWAYS/REPAIR	0.00	0.00	528.92
TOTAL LATERALS	<u>66,928.96</u>	<u>581,508.21</u>	<u>577,424.40</u>
DRAINS/OPEN,TOE/BURN	0.00	3,227.44	1,395.80
DRAINS/OPEN,TOE/CLEAN	298.32	2,650.69	2,376.70
DRAINS/OPEN,TOE/CONST	0.00	412.21	0.00
DRAINS/OPEN,TOE/REPAIR	0.00	980.66	169.75
DRAINS/OPEN,TOE/SPRAY	0.00	0.00	25.30
DRAINS/OPEN,TOE/PULL	0.00	693.48	370.80
DRAINS/OPEN,TOE/MOW	0.00	1,378.44	3,070.42
DRAINS/OPEN,OUTLET/BURN	0.00	3,456.09	1,682.35
DRAINS/OPEN,OUTLET/CLEAN	0.00	12,821.95	2,613.17
DRAINS/OPEN,OUTLET/REPAIR	0.00	1,253.52	4,540.74
DRAINS/OPEN,OUTLET/SPRAY	0.00	0.00	1,888.99

STATEMENT OF INCOME EXPENSE  
Roza Irrigation District  
For the Eleven PERIODS ENDING November 30, 2022

	CURRENT PERIOD	2022 YTD	2021 YTD
DRAINS/OPEN,OUTLET/PULL	0.00	443.80	179.93
DRAINS/OPEN,OUTLET/MOW	0.00	2,461.28	2,212.11
DRAINS/UNDERSHOTS/CLEAN	0.00	163.95	49.57
DRAINS/OPEN,PICKUP/REPAIR	0.00	0.00	3.52
DRAINS/OPEN,PICKUP/MOW	0.00	0.00	254.08
ROZA MAINT/DID #11/CLEAN	0.00	0.00	20,476.39
ROZA MAINT/DID #11/CONST	0.00	0.00	1,057.38
ROZA MAINT/DID #11/REPAIR	0.00	10.45	49.50
ROZA MAINT/DID #11/SPRAY	0.00	0.00	59.86
ROZA MAINT/DID #11/MOW & CUT	0.00	1,396.54	0.00
JOINT DRAINS/SVID	11,562.48	294,000.75	245,405.65
DRAINS/DID #11	0.00	39,379.05	41,414.28
DRAINS/PIPED,TOE/CONST	0.00	349.13	425.04
DRAINS/PIPED,TOE/REPAIR	0.00	1,983.93	9,488.91
DRAINS/PIPED,OUTLET/REPAIR	0.00	3,372.59	275.96
TOTAL DRAINS	<u>11,860.80</u>	<u>370,435.95</u>	<u>339,486.20</u>
PUMP PLANT/PUMP	9,427.71	166,823.43	145,101.41
PUMP PLANT/MOTOR	7,980.32	118,074.84	50,607.21
PUMP PLANT/CONTROLS	965.42	46,150.79	86,138.78
PUMP PLANT/STRUCTURES	0.00	8,993.95	5,500.65
PUMP PLANT/PIPE & VALVES	800.93	36,639.70	6,747.41
PUMP MAINT SHOP	10.70	648.63	557.29
PUMP PLANT/SCREENS O & M	1,698.62	10,608.03	18,132.88
PUMP PLANT/ELECTRICAL STRUCTURES	0.00	0.00	18,959.83
PUMPS/SILT REMOVAL	0.00	6,503.97	352.05
FLOATING PUMP PLANT/STUDY	5,590.00	87,572.97	681,834.50
P3 UPGRADE	0.00	72.60	0.00
P5 UPGRADE	0.00	305.49	0.00
P14 UPGRADE	238.57	59,168.81	149,973.89
P15 UPGRADE	0.00	0.00	5,790.55
P16 UPGRADE	772.08	160,163.07	78,264.79
TOTAL PUMPS	<u>27,484.35</u>	<u>701,726.28</u>	<u>1,247,961.24</u>
SAFETY	5,017.22	40,703.30	34,306.20
DRUG TESTING	65.58	2,828.42	2,212.95
PORTA POTTY'S	297.55	5,481.42	5,780.02
TOTAL SAFETY/DRUG TESTING	<u>5,380.35</u>	<u>49,013.14</u>	<u>42,299.17</u>
20-21 PRESSURE PROJECT	0.00	0.00	531,510.53
21-22 PRESSURE PROJECT	49,652.37	144,948.76	184,799.97
22-23 PRESSURE PROJECT	152,229.61	1,524,115.54	0.00
TOTAL PRESSURE PROJECTS	<u>201,881.98</u>	<u>1,669,064.30</u>	<u>716,310.50</u>
REIMB/Private INDIV	26.16	15,136.87	142,635.40
TOTAL REIMBURSABLES	<u>26.16</u>	<u>15,136.87</u>	<u>142,635.40</u>

STATEMENT OF INCOME EXPENSE  
 Roza Irrigation District  
 For the Eleven PERIODS ENDING November 30, 2022

	CURRENT PERIOD	2022 YTD	2021 YTD
EQUIPMENT EXPENSE	(7,200.56)	(11,799.72)	(152,701.58)
EQUIPMENT EXPENSE/MISC	319.70	13,176.25	35,992.22
EQUIPMENT EXPENSE/TOOLS	2,897.57	16,080.38	29,119.42
STOREHOUSE EXPENSE	11,944.94	137,450.67	130,050.86
SHOP EXPENSE	2,443.67	39,038.88	39,428.66
YARD BUILDING EXPENSE	0.00	3,709.95	1,318.32
OFFICE BUILDING EXPENSE	650.33	4,609.32	8,043.58
SHOP BUILDING EXPENSE	73.97	427.65	841.05
WAREHOUSE BUILDING EXPENSE	0.00	301.93	2,249.85
SHOP ROOF EXPENSE/INSTALL	0.00	54.90	0.00
GROUNDS EXPENSE	426.08	48,926.39	32,129.08
DISTRICT HOUSES/MISC	0.00	1,458.14	261.61
DISTRICT HOUSE/WW3	105.22	142.12	2,372.76
DISTRICT HOUSE/WW5	0.00	0.00	21.60
DISTRICT HOUSE/P13W	0.00	12.65	259.43
DISTRICT HOUSE/P14W	0.00	1,094.35	0.00
SHOW UP TIME	0.00	126.58	0.00
UTILITIES/SHOP & WAREHOUSE	139.11	4,438.86	3,820.76
UTILITIES/GATES & WASTEWAY	18.54	709.11	647.30
WW6 REREG/O & M	0.00	44,299.73	5,151.28
WW7 REREG/O & M	0.00	3,580.20	3,051.29
WW5 REREG/O&M	2,369.35	77,439.45	74,161.52
TOTAL EQUIPMENT/BUILDINGS	<u>14,187.92</u>	<u>385,277.79</u>	<u>216,219.01</u>
WATER MANAGEMENT	15,873.83	688,304.32	684,478.82
TOTAL WATER MANAGEMENT	<u>15,873.83</u>	<u>688,304.32</u>	<u>684,478.82</u>
CONTRACT/USBR/STORAGE	0.00	642,000.00	718,000.00
CONTRACT/USBR/RESERVED WORK	0.00	349,000.00	349,000.00
CONTRACT/USBR/POWER	0.00	1,113,350.00	886,691.44
TOTAL USBR CONTRACTS	<u>0.00</u>	<u>2,104,350.00</u>	<u>1,953,691.44</u>
ADMIN & GENERAL SALARIES	59,593.75	835,172.21	839,705.78
DIRECTOR'S FEES	1,664.00	11,648.00	7,168.00
ENGINEERING MATERIALS	216.40	7,293.19	3,608.43
COMPUTER EXPENSE	0.00	4,779.95	8,178.31
COMPUTER PROGRAMS	0.00	2,199.00	3,278.28
COMPUTER MAINTENANCE	199.00	21,793.01	4,636.99
HEALTH & SAFETY COORD	4,743.18	58,094.55	55,377.95
ANNUAL LEAVE/UNION	9,622.17	140,852.97	157,224.56
SICK LEAVE/UNION	10,815.09	125,177.13	174,704.39
HOLIDAY/UNION	9,467.44	63,962.38	74,197.52
KEPT ON SALARY/UNION	518.50	2,714.50	549.48
JURY DUTY/UNION	0.00	0.00	696.72
ADMINISTRATIVE LEAVE/UNION	0.00	8,297.90	21,477.12
SOCIAL SECURITY & MED TAXES	22,228.35	267,589.03	275,708.49
TAXES/UNEMPLOYMENT/UNION	0.00	13,269.57	2,050.29

STATEMENT OF INCOME EXPENSE  
Roza Irrigation District  
For the Eleven PERIODS ENDING November 30, 2022

	CURRENT PERIOD	2022 YTD	2021 YTD
INDUSTRIAL INSURANCE	8,706.15	99,865.22	108,736.92
GROUP INSURANCE/UNION	32,668.24	360,346.38	348,563.86
STATE RETIREMENT	30,471.43	352,234.04	401,667.51
WA. PAID LEAVE	461.35	5,548.63	5,088.76
ANNUAL LEAVE/NON-UNION	4,543.24	95,976.54	123,519.73
SICK LEAVE/NON-UNION	2,073.45	21,696.06	83,307.82
HOLIDAY/NON-UNION	2,729.70	28,717.40	33,700.16
JURY DUTY/NON-UNION	0.00	243.20	138.42
ADMINISTRATIVE LEAVE/NON-UNION	0.00	0.00	821.10
GROUP INS/NON-UNION	13,255.66	153,967.30	158,710.46
TRAVEL & MILEAGE/ADMIN & SUPV	15,698.41	112,934.69	121,040.19
TRAVEL & MILEAGE/DIRECTOR	1,831.08	5,101.18	2,323.76
TOTAL ADMIN & GENERAL EXPENSES	<u>231,506.59</u>	<u>2,799,474.03</u>	<u>3,016,181.00</u>
ACCOUNTING & LEGAL SERVICES	0.00	12,176.00	5,753.00
LEGAL	5,936.22	50,401.63	46,610.53
LEGAL/WATER RIGHTS	0.00	81,875.00	79,875.00
TOTAL LEGAL EXPENSES	<u>5,936.22</u>	<u>144,452.63</u>	<u>132,238.53</u>
INSURANCE/PROPERTY	2,558.45	28,142.95	22,500.06
INSURANCE/INJURY & DAMAGES	22,346.37	246,123.79	228,415.92
INSURANCE/DIRECTORS & OFFICERS	1,461.97	16,081.67	12,857.13
INSURANCE/OTHER	833.33	9,411.63	9,456.63
TOTAL INSURANCE EXPENSES	<u>27,200.12</u>	<u>299,760.04</u>	<u>273,229.74</u>
PHONE/877-3880	74.88	1,408.45	1,407.36
PHONE/973-2441	70.73	1,500.71	1,482.84
CELLULAR PHONES	4,138.49	41,653.51	38,074.70
TOTAL PHONE EXPENSES	<u>4,284.10</u>	<u>44,562.67</u>	<u>40,964.90</u>
A/P DISCOUNTS	(376.53)	(3,687.26)	(4,065.20)
GIS	161.49	2,210.00	2,382.45
MISC. TAXES	0.00	923.01	354.33
UTILITIES/OFFICE	73.24	7,557.13	7,321.90
ROZA-SVID BOJC	0.00	338,166.00	399,683.00
OFFICE EQUIPMENT	0.00	6,422.94	5,305.05
OFFICE EXPENSE	1,669.15	34,486.88	39,045.11
PUBLISHING	3,389.60	7,638.84	2,997.04
DUES & SUBSCRIPTIONS	45.00	39,935.64	37,690.75
TOTAL MISCELLANEOUS EXPENSES	<u>4,961.95</u>	<u>433,653.18</u>	<u>490,714.43</u>
DEPRECIATION/EQUIPMENT	24,109.20	265,201.20	291,388.76
DEPRECIATION/ECS	59,520.96	654,730.55	615,433.63
DEPRECIATION/WW5 REREG	51,486.13	566,347.42	566,347.43
TOTAL DEPRECIATION	<u>135,116.29</u>	<u>1,486,279.17</u>	<u>1,473,169.82</u>

STATEMENT OF INCOME EXPENSE  
Roza Irrigation District  
For the Eleven PERIODS ENDING November 30, 2022

	CURRENT PERIOD	2022 YTD	2021 YTD
TOTAL OF ALL EXPENSES	867,596.97	13,705,862.74	13,268,992.38
NET INCOME (LOSS)	<u>(695,753.34)</u>	<u>1,362,918.70</u>	<u>1,988,091.50</u>

**COMPARATIVE BALANCE SHEET**  
**Roza Irrigation District**  
**For the Eleven PERIODS ENDING November 30, 2022**

	CURRENT PERIOD	PRIOR YEAR	DIFFERENCE
CASH IN BANK/CHECKING	106,974.03	82,871.16	24,102.87
CASH IN BANK/O & M	15,081,503.11	13,219,568.00	1,861,935.11
CASH IN BANK/CONST	336,041.90	337,251.73	(1,209.83)
CASH IN BANK/USBR RESERVE	288,000.00	288,000.00	0.00
PETTY CASH	100.00	100.00	0.00
TOTAL OF ALL CASH	<u>15,812,619.04</u>	<u>13,927,790.89</u>	<u>1,884,828.15</u>
ACCOUNTS RECEIVABLE	151,381.00	6,254.81	145,126.19
TOTAL CURRENT RECEIVABLES	<u>151,381.00</u>	<u>6,254.81</u>	<u>145,126.19</u>
ASSESSMENT RECEIVABLE/O & M	201,277.48	178,226.71	23,050.77
ASSESSMENT RECEIVABLE/CONST	2,625.16	2,228.49	396.67
ASSESSMENT RECEIVABLE/DELINQUENT INTEREST	30,166.38	24,727.64	5,438.74
ASSESSMENT RECEIVABLE/MISC BILLS	1,200.41	411.87	788.54
TOTAL ASSESSMENT RECEIVABLES	<u>235,269.43</u>	<u>205,594.71</u>	<u>29,674.72</u>
INVENTORY/GAS & OIL	(10,281.95)	(6,049.21)	(4,232.74)
INVENTORY/VEHICLE SHOP	61,768.04	49,275.86	12,492.18
INVENTORY/SUPPLIES	552,266.22	477,527.38	74,738.84
INVENTORY/EQUIPMENT PARTS	166.05	1,342.11	(1,176.06)
TOTAL INVENTORY	<u>603,918.36</u>	<u>522,096.14</u>	<u>81,822.22</u>
PREPAID SVID JOINT DRAINS	47,818.02	101,757.48	(53,939.46)
PREPAID COSTS/WARRANTYS	167,134.14	324,847.53	(157,713.39)
TOTAL PREPAIDS	<u>214,952.16</u>	<u>426,605.01</u>	<u>(211,652.85)</u>
TOTAL OF ALL CURRENT ASSETS	17,018,139.99	15,088,341.56	1,929,798.43
LAND & LAND RIGHTS	467,633.44	467,633.44	0.00
BUILDINGS	90,689.05	90,689.05	0.00
ENCLOSED CONDUIT SYSTEM	35,899,536.50	35,108,131.01	791,405.49
PUMP UPGRADES	356,459.35	70,256.95	286,202.40
WW6 REREG	336,280.37	336,280.37	0.00
WW7 REREG	539,933.11	539,933.11	0.00
WW5 REREG	30,891,678.06	30,891,678.06	0.00
CONST & MAINT EQUIPMENT	7,635,133.18	7,643,112.65	(7,979.47)
MISC EQUIPMENT	1,146,162.37	1,028,847.05	117,315.32
OFFICE EQUIPMENT	103,023.07	109,729.73	(6,706.66)
COMPUTER SOFTWARE	44,813.41	44,813.41	0.00
TOTAL CAPITAL ASSETS	<u>77,511,341.91</u>	<u>76,331,104.83</u>	<u>1,180,237.08</u>

COMPARATIVE BALANCE SHEET  
Roza Irrigation District  
For the Eleven PERIODS ENDING November 30, 2022

	CURRENT PERIOD	PRIOR YEAR	DIFFERENCE
BUILDINGS/ACCUMULATED DEPRECIATION	(90,689.05)	(90,689.05)	0.00
ECS/ACCUMULATED DEPRECIATION	(11,195,420.78)	(10,459,734.59)	(735,686.19)
WW6 REREG/ACCUMULATED DEPRECIATION	(336,280.37)	(336,280.37)	0.00
WW7 REREG/ACCUMULATED DEPRECIATION	(353,914.35)	(326,011.54)	(27,902.81)
WW5 REREG/ACCUMULATED DEPRECIATION	(2,677,278.72)	(2,059,445.18)	(617,833.54)
EQUIPMENT/ACCUMULATED DEPRECIATION	(4,168,052.44)	(3,846,736.48)	(321,315.96)
MISC EQUIPMENT/ACCUMULATED DEPRECIATION	(784,851.77)	(636,031.15)	(148,820.62)
OFFICE EQUIPMENT/ACCUMULATED DEPRECIATION	(91,386.73)	(108,439.55)	17,052.82
COMPUTER SOFTWARE/ACCUMULATED DEPRECIATION	(27,855.24)	(18,892.56)	(8,962.68)
CAPITAL ASSETS ACCUM DEPRECIATION	<u>(19,725,729.45)</u>	<u>(17,882,260.47)</u>	<u>(1,843,468.98)</u>
USBR CONST OBLIGATION REC.	50,087.97	122,666.00	(72,578.03)
TOTAL CONST RECEIVABLE	<u>50,087.97</u>	<u>122,666.00</u>	<u>(72,578.03)</u>
NET PENSION ASSET	3,196,979.00	0.00	3,196,979.00
TOTAL NET PENSION ASSET	<u>3,196,979.00</u>	<u>0.00</u>	<u>3,196,979.00</u>
TOTAL OF ALL ASSETS	78,050,819.42	73,659,851.92	4,390,967.50
DEFERRED OUTFLOWS/PENSIONS	391,672.02	452,783.02	(61,111.00)
TOTAL DEFERRED OUTFLOWS/PENSIONS	<u>391,672.02</u>	<u>452,783.02</u>	<u>(61,111.00)</u>
TOTAL ASSETS AND DEFERRED OUTFLOWS	78,442,491.44	74,112,634.94	4,329,856.50
ACCOUNTS PAYABLE/EXPENSE	259,769.31	222,502.15	37,267.16
ACCOUNTS PAYABLE/USBR/CONST	31,936.54	34,374.38	(2,437.84)
TOTAL ACCOUNTS PAYABLE	<u>291,705.85</u>	<u>256,876.53</u>	<u>34,829.32</u>
ACCRUED ANNUAL LEAVE PAYABLE	400,997.70	447,753.76	(46,756.06)
ACCRUED SICK LEAVE PAYABLE	533,157.57	649,897.44	(116,739.87)
ACCRUED TAXES PAYABLE	129.10	172.62	(43.52)
FICA TAXES PAYABLE	0.00	0.10	(0.10)
ACCRUED IND INS PAYABLE	22,793.25	29,610.19	(6,816.94)
ACCRUED RET. DEDUC & MATCH	34,126.18	35,977.68	(1,851.50)
MISC PAYROLL DEDUCTIONS	4,316.42	3,943.72	372.70
ACCR WA PD LEAVE DEDUCT&MATCH	3,452.21	2,848.37	603.84
TOTAL ACCRUED EXPENSES	<u>998,972.43</u>	<u>1,170,203.88</u>	<u>(171,231.45)</u>

COMPARATIVE BALANCE SHEET  
Roza Irrigation District  
For the Eleven PERIODS ENDING November 30, 2022

	CURRENT PERIOD	PRIOR YEAR	DIFFERENCE
CONTRACT PAY/USBR CONST	50,087.97	122,666.02	(72,578.05)
TOTAL LONG TERM LIABILITIES	<u>50,087.97</u>	<u>122,666.02</u>	<u>(72,578.05)</u>
NET PENSION LIABILITY	304,735.00	1,330,396.00	(1,025,661.00)
TOTAL NET PENSION LIABILITY	<u>304,735.00</u>	<u>1,330,396.00</u>	<u>(1,025,661.00)</u>
TOTAL OF ALL LIABILITIES	1,645,501.25	2,880,142.43	(1,234,641.18)
DEFERRED INFLOWS/PENSIONS	3,349,279.00	436,633.00	2,912,646.00
TOTAL DEFERRED INFLOWS/PENSIONS	<u>3,349,279.00</u>	<u>436,633.00</u>	<u>2,912,646.00</u>
RESERVE/USBR - CONST OBLIG	288,000.00	288,000.00	0.00
TOTAL RESERVES	<u>288,000.00</u>	<u>288,000.00</u>	<u>0.00</u>
UNAPPROPRIATED SURPLUS	71,796,792.49	68,519,768.01	3,277,024.48
NET INCOME (LOSS)	1,362,918.70	1,988,091.50	(625,172.80)
TOTAL UNRESERVED	<u>73,159,711.19</u>	<u>70,507,859.51</u>	<u>2,651,851.68</u>
TOTAL EQUITY	73,447,711.19	70,795,859.51	2,651,851.68
TOTAL LIABILITY, EQUITY & DEFERRED INFLOWS	78,442,491.44	74,112,634.94	4,329,856.50

Ranges:	From:	To:	From:	To:
Check Number	First	Last	Check Date	12/1/2022
Vendor ID	First	Last	Checkbook ID	PRE-PAIDS
Vendor Name	First	Last		PRE-PAIDS

Sorted By: Check Number

\* Voided Checks

Check Number	Vendor Check Name	Check Date	Amount
11-22	DEPARTMENT OF REVENUE	12/19/2022	\$981.09
12-22	U.S. BANK	12/19/2022	\$7,581.14
22-34	U.S. BANK/E.F.T.P.S.	12/2/2022	\$82.10
22-35	U.S. BANK/E.F.T.P.S.	12/9/2022	\$39,939.47
22-36	U.S. BANK/E.F.T.P.S.	12/22/2022	\$36,797.67
22-37	U.S. BANK/E.F.T.P.S.	12/30/2022	\$912.48
39-22	ROZA PAYROLL PAYABLE <i>was Young - Refro</i>	12/2/2022	\$459.10
40-22	ROZA PAYROLL PAYABLE <i># 29642-29643</i>	12/9/2022	\$115,722.75
41-22	ROZA PAYROLL PAYABLE <i># 29644-29652</i>	12/22/2022	\$104,188.16
67979	U.S. CELLULAR	12/2/2022	\$78.47
67980	AT & T MOBILITY - CC	12/2/2022	\$385.82
67981	PACIFIC POWER & LIGHT CO.	12/2/2022	\$471.65
68043	ARAMARK UNIFORM SERVICES	12/6/2022	\$91.92
68044	NOE GUZMAN/C&C JANITORIAL	12/8/2022	\$385.00
68045	CENTURYLINK	12/8/2022	\$5.42
68046	BRANDCRAFT MEDIA, LLC	12/8/2022	\$199.00
68047	ONE CALL CONCEPTS, INC.	12/8/2022	\$104.86
68048	UTILITIES UNDERGROUND LOCATION	12/8/2022	\$39.99
68049	BENTON COUNTY AUDITOR	12/8/2022	\$33.00
68050	THE HEALTHY WORKER	12/8/2022	\$30.00
68051	CITY OF SUNNYSIDE	12/8/2022	\$1,120.02
68052	BENTON REA	12/8/2022	\$4,226.74
68053	INDUSTRIAL SYSTEMS, INC.	12/8/2022	\$10,876.40
68054	CITIES INSURANCE ASSOCIATION	12/8/2022	\$527,992.45
68055	U.S. BUREAU OF RECLAMATION	12/8/2022	\$560,500.00
68056	U.S. BUREAU OF RECLAMATION	12/8/2022	\$556,675.00
68057	CNA SURETY	12/8/2022	\$100.00
68058	YAKIMA COUNTY AUDITOR	12/8/2022	\$1,227.00
68059	CITIES INSURANCE ASSOCIATION	12/8/2022	\$313.34
68060	CO-ENERGY	12/8/2022	\$18,247.92
68061	NW LABORERS TRUST FUND	12/8/2022	\$49,113.00
68062	SYMETRA LIFE INSURANCE CO.	12/8/2022	\$471.46
68063	DEPARTMENT OF RETIREMENT	12/9/2022	\$1,536.00
68064	ROZA EMPLOYEE BENEFIT FUND	12/9/2022	\$90.00
68065	DEPARTMENT OF RETIREMENT	12/8/2022	\$89.14
68066	DEPARTMENT OF RETIREMENT	12/9/2022	\$56,564.33
68067	YAKIMA WASTE SYSTEMS, INC.	12/9/2022	\$103.66
68068	BLUETARP FINANCIAL/BI-RITE	12/9/2022	\$565.94
68069	YAKIMA HERALD-REPUBLIC	12/9/2022	\$705.52
68070	PACIFIC POWER & LIGHT CO.	12/9/2022	\$2,549.45
68071	H2 ELECTRIC, LLC/ARON HUNSAKER	12/9/2022	\$6,690.88
68072	WILBUR-ELLIS	12/9/2022	\$7,292.70
68073	AT&T MOBILITY	12/16/2022	\$154.65
68074	CENTURYLINK	12/16/2022	\$157.10
68075	YAKIMA COUNTY G.I.S.	12/16/2022	\$161.49
68076	McCLATCHY COMPANY, LLC	12/16/2022	\$396.68
68077	CASCADE NATURAL GAS CO.	12/16/2022	\$2,809.40
68078	RETTIG FORGETTE ILLER BOWERS,	12/16/2022	\$4,478.12
68079	CASCADIA LAW GROUP	12/16/2022	\$4,725.00
68080	U.S. BUREAU OF RECLAMATION	12/16/2022	\$31,936.54
68081	DID #11	12/16/2022	\$36,861.62
68082	ALL-SAFE ABATEMENT SERVICES	12/16/2022	\$54,862.50
68083	WASHINGTON STATE DEPT. OF AG	12/16/2022	\$1,550.00
68084	SHANNON & WILSON, INC.	12/19/2022	\$3,874.82
68085	DEPARTMENT OF RETIREMENT	12/22/2022	\$1,536.00
68086	ROZA EMPLOYEE BENEFIT FUND	12/22/2022	\$90.00

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
68087		AFLAC	12/22/2022			\$382.20
68088		LABORER'S LOCAL UNION 348	12/22/2022			\$2,090.00
68089		U.S. CELLULAR	12/19/2022			\$3,648.17
68134		NOE GUZMAN/C&C JANITORIAL	12/22/2022			\$385.00
68135		PACIFIC POWER & LIGHT CO.	12/22/2022			\$16.20
68136		CENTURYLINK	12/22/2022			\$65.31
68137		SCOTT'S TREE CO., LLC	12/27/2022			\$20,612.10
68138		CLIFF'S SEPTIC SERVICE	12/27/2022			\$233.28
68139		OXARC, INC.	12/28/2022			\$9.54
68140		CUMMINS SALES AND SERVICE	12/28/2022			\$225.67
68141		CAMPBELL & COMPANY	12/28/2022			\$270.50
68142		ASM AFFILIATES	12/28/2022			\$840.00
68143		HERCULES INDUSTRIES, INC.	12/28/2022			\$1,401.24
68144		PACIFIC CORRUGATED PIPE CO.	12/28/2022			\$18,056.09
68145		CO-ENERGY	12/28/2022			\$12,950.23
68146		PITNEY BOWES GLOBAL FINANCIAL	12/28/2022			\$135.26
68147		CRYSTAL SPRINGS	12/28/2022			\$12.96
68148		IRON MOUNTAIN	12/28/2022			\$66.39
68149		DATA ASSOCIATES, INC.	12/28/2022			\$4,108.00
68150		RATRAY FARMS, INC	12/29/2022			\$7.01
68151		HARRIS FARMS, INC.	12/29/2022			\$734.53
68152		PACIFIC POWER & LIGHT CO.	12/30/2022			\$858.66
68153		QUILL CORPORATION	12/30/2022			\$786.42

Total Checks: 79

Total Amount of Checks: \$2,327,028.72

# Item #2

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# Item #3

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To: Board of Directors  
From: Scott Revell, District Manager  
Date: January 10, 2023  
Re: 2023 Election of Officers

**Background**

Article 5 of the District's Bylaws require that officers be elected each year as noted below.


**Article 5** - *The Directors of the District shall organize as a Board and shall elect a President and Vice President from their number, appoint District Manager/Secretary/Treasurer and adopt by-laws each year. A majority of the Directors shall constitute a quorum for the transaction of business, and in all matters requiring action by the Board there shall be concurrence of at least a majority of the Directors present. The Board shall have the power and it shall be its duty to adopt a seal of the District.*

Staff recommends that officers be elected for 2023.

# Item #4

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To: Board of Directors  
From: Scott Revell, District Manager   
Date: January 10, 2023  
Re: Re-Adoption of the Board's Bylaws

**Attachment**

1. Board Bylaws (dated 5/5/14)
2. RCW 87.03.115

**Background**

The Board bylaws were updated in May of 2014. The bylaws are required by statute, RCW 87.03.115. Article 5 of the bylaws requires that they be readopted each year.

The bylaws are available for inspection by Roza water users at the District office and on the District's website. No changes are proposed at this time.

**Recommended Motion**

I move to re-adopt the Board bylaws with no changes.

## BY-LAWS OF ROZA IRRIGATION DISTRICT

Article 1 - The Roza Irrigation District is organized, formed and governed by Title-87, Revised Code of Washington.

Article 2 - The principle place of business is the office at the corner of 13th Street and Blaine Avenue, P.O. Box 810, Sunnyside, Washington 98944, (509) 837-5141.

Article 3 - The Directors shall meet in public meeting at the District's principle place of business at 9:00 A.M. on the first Tuesday following the first Friday of each month or at such other time as may be lawfully designated.

Article 4 - There shall be five Directors, whose term shall be three years with elections held each year in accordance with Title 87, Revised Code of Washington.

Article 5 - The Directors of the District shall organize as a Board and shall elect a President and Vice President from their number, appoint District Manager/Secretary/Treasurer and adopt by-laws each year. A majority of the Directors shall constitute a quorum for the transaction of business, and in all matters requiring action by the Board there shall be concurrence of at least a majority of the Directors present. The Board shall have the power and it shall be its duty to adopt a seal of the District.

Article 6 - The Board of Directors shall establish a policy and formulate rules and regulations for operation of the District, as authorized and required under Title 87, Revised Code of Washington and in accordance with the District's Repayment contract and Federal Reclamation Law. *The Board may provide for exceptions or variances to the rules and regulations in appropriate cases.*

Article 7 - The District Manager/Secretary/Treasurer shall be responsible for the total operation of the district in accordance with RCW and the rules and regulations established by the Board of Directors and is authorized to make investments of District funds and to make expenditures for supplies, services, equipment and staff travel.

**Organization of board—Meetings—Quorum—Certain powers and duties.**

(1) The directors of the district shall organize as a board and shall elect a president from their number, and appoint a secretary, who shall keep a record of their proceedings.

(2) The office of the directors and principal place of business of the district shall be at some place in the county in which the organization was effected, to be designated by the directors.

(3) The directors serving districts of five thousand acres or more shall hold a regular monthly meeting at their office on the first Tuesday in every month, or on such other day in each month as the board shall direct in its bylaws, and may adjourn any meeting from time to time as may be required for the proper transaction of business.

(4) Directors serving districts of less than five thousand acres shall hold at least quarterly meetings on a day designated by the board's bylaws, and may adjourn any meeting from time to time as may be required for the proper transaction of business.

(5) Special meetings shall be called and conducted in the manner required by chapter **42.30** RCW.

(6) All meetings of the directors must be public.

(7) A majority of the directors shall constitute a quorum for the transaction of business, and in all matters requiring action by the board there shall be a concurrence of at least a majority of the directors.

(8) All records of the board shall be open to the inspection of any electors during business hours.

(9) The board shall have the power, and it shall be its duty, to adopt a seal of the district, to manage and conduct the business and affairs of the district, to make and execute all necessary contracts, to employ and appoint such agents, officers, and employees as may be necessary and prescribe their duties, and to establish equitable bylaws, rules, and regulations for the government and management of the district, and for the equitable distribution of water to the lands within the district, upon the basis of the beneficial use thereof, and generally to perform all such acts as shall be necessary to fully carry out the provisions of this chapter: PROVIDED, That all water, the right to the use of which is acquired by the district under any contract with the United States shall be distributed and apportioned by the district in accordance with the acts of congress, and rules and regulations of the secretary of the interior until full reimbursement has been made to the United States, and in accordance with the provisions of said contract in relation thereto.

(10) The bylaws, rules, and regulations must be on file and open to inspection of any elector during regular business hours.


(11) All leases, contracts, or other form of holding any interest in any state or other public lands shall be, and the same are hereby declared to be title to and evidence of title to lands and for all purposes within \*this act, shall be treated as the private property of the lessee or owner of the contractual or possessory interest: PROVIDED, That nothing in this section shall be construed to affect the title of the state or other public ownership, nor shall any lien for such assessment attach to the fee simple title of the state or other public ownership.

(12) The board of directors shall have authority to develop and to sell, lease, or rent the use of: (a) Water facilities and water derived from the operation of the water facilities to such municipal and quasi-municipal entities, the state of Washington, and state entities and agencies, and public and private corporations and individuals located within and outside the boundaries of the district, and on such terms and conditions as the board of directors shall determine; (b) electric facilities and power derived from electric facilities authorized by RCW **87.03.015** or **87.03.0155**, to such municipal or quasi-municipal corporations and cooperatives authorized to engage in the business of distributing electricity, electrical companies subject to the jurisdiction of the utilities and transportation commission, private commercial or industrial entities that acquire electric power for their own use or resale, and other irrigation districts, and on such terms and conditions as the board of directors shall determine; and (c) power derived from

# Item #5

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To: Board of Directors  
From: Scott Revell, District Manager   
Date: January 10, 2023  
Re: Delegation Authority Re-Adoption

**Attachment**

1. Resolution No. 5-2014

**Background**

Attached is the Districts resolution which delegation a series of authorities to the Secretary/Manager. It is required to be readopted annually.

No changes are proposed and it can be re-adopted by motion. Changes to the resolution require amendment by a resolution.

**RESOLUTION NO. 5-2014**

**DELEGATION OF AUTHORITY**

A Resolution of the Roza Irrigation District adopting a master policy on the administrative authority of the Manager and his designees.

**WHEREAS**, Section 87.03.115 of the Revised Code of Washington provides authority to the Board of Directors for delegation of powers to the Manager; and

**WHEREAS**, the Board of Directors has previously adopted policy directives delegating administrative authority to the Manager and his designees for the purpose of expeditious administration of the District; and

**WHEREAS**, the Board of Directors has from time to time found it necessary to amend and revise such directives due to changes in law and/or operations of the District; and

**WHEREAS**, the Board of Directors now wishes to provide an updated master policy directive on the administrative authority of the Manager and his designees, and to repeal any prior resolutions dealing with the same subject;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Roza Irrigation District as follows:

**SECTION 1.** The master policy of the Board of Directors of the Roza Irrigation District as set forth as Exhibit "A" attached to this Resolution and incorporated herein by such reference, is for the purpose of establishing administrative authority for the Manager and his designees.

**SECTION 2.** The Revised Code of Washington authorizes the Board of Directors to delegate to the Manager by resolution, the authority to sell and convey District property as outlined in Exhibit A, Section III. Inasmuch as state law requires that this authority be renewed from year to year, the Board of Directors is authorized to accomplish the same by motion; provided, however, that in the event this authority is amended or repealed, such amendment or repeal must be by resolution adopted by the Board of Directors.

ADOPTED by the Board of Directors of the Roza Irrigation District this 16<sup>th</sup> day of June 2014, and duly authenticated in open session by the signatures of the Boarders voting in favor thereof.

ROZA IRRIGATION DISTRICT BOARD

    Ric Valenz      
    James W. Kelly      
    D. J. Smith      
    Michael L. King    

    VACANT

**EXHIBIT "A" TO RESOLUTION NO. 5-2014**

**Roza Irrigation District**

**BOARD POLICY DIRECTIVE**

**AUTHORITY OF MANAGER  
AND DESIGNEES**

The following policy is adopted by the Board of Directors for the purpose of establishing the administrative authority of the Manager who is responsible for normal District operations. The phrase "normal District operations" as used herein, means regular day-to-day business transactions involving personnel, materials and money. The Board shall retain a Manager to implement the objectives of the District, which shall be established by the Board of Directors. The Manager derives authority from the Board acting as the governing body. The Manager shall retain professional staff, which shall operate and manage according to directives from the Manager. The Manager shall regularly inform and consult with the Board regarding significant information and business transactions, by a method mutually agreeable to the Board and the Manager. The Manager shall serve as the primary spokesman for management. The Manager shall be solely responsible for the conduct of business transactions of the District.

The Board is responsible for setting policy and direction for all District business. It does so by annually adopting a budget and, from time to time, adopting other policy-setting documents. Within the general scope of and in conformance with the direction established by such documents and with the exception of the limitations identified in the specific policies which follow, the Manager shall be responsible for the operation, maintenance, administration and use of the District's properties and facilities; the implementation of construction work and alterations and improvements to the District's real estate and physical facilities and necessary planning incidental thereto; the administration of the day-to-day operations which include personnel administration (salary and benefit matters, job descriptions, setting wage rates for non-bargaining unit employees within approved ranges, task and project assignments, hiring, firing, training, grievance procedures, employee enrichment and improvement, and execution of separation agreements, etc.); execution of contracts; the delivery of services essential to the District's mission; financial and accounting related matters; legal matters and all other administrative matters. Further, Manager is hereby authorized to publish notice of any and all public hearings which are required by law or are necessary for Board of Directors action. Except as may be prohibited by state law, all delegations described herein with monetary limitation shall be automatically adjusted at the beginning of each year to conform with changes in State law related to such limitations.

Prior to implementation, the Manager will notify the Board of Directors of the index adjustments which will then become effective as of February 1.

The Manager may delegate to appropriate District staff such of his/her administrative authority or reporting requirements herein established as, in his/her discretion, is necessary and advisable in the efficient exercise of such authority. To implement delegations of authority to District staff,

the Manager shall promulgate Roza Irrigation District Policy and Procedure Manuals, monetary delegations, authority to execute contracts, and other documents such as employee position descriptions, affirmative action plans, office manuals, etc., which shall include such delegations as appropriate. The responsibility for all administration and day-to-day operations of the District rests solely with the Manager. Any Board directives or initiatives shall be made through the Manager and shall be made only by the Board of Directors acting as a body.

**ROZA IRRIGATION DISTRICT**  
**SPECIFIC POLICY DIRECTIVES OF**  
**ADMINISTRATIVE AUTHORITY OF MANAGER**  
**AND DESIGNEES**

**I. REAL PROPERTY AGREEMENTS**

**A. Types of Agreements**

The following directives of this Article I apply to all agreements for use of District real property, including but not limited to leases, license agreements, rental agreements, operating agreements and use agreements (all hereinafter referred to as "Real Property Agreements or "Agreements").

**B. General Real Property Agreement Policy**

Except as provided in Paragraph I(c), all real property of the District shall be used pursuant to an appropriate written instrument approved by the Board of Directors and accompanied by security in accordance with law.

Prior to the execution of such instrument, the Manager shall have secured authority to enter negotiations and shall have appraised the Board of Directors of the progress of such negotiations; provided for proper security, submitted the Agreement to District Counsel for approval; and followed all other applicable laws and Board of Directors created Lease Policy.

**C. Real Property Agreement Procedures**

The Manager is authorized to perform the following actions without Board of Directors approval, but must quarterly provide the Board of Directors a report summarizing actions:

1. Agreements having a term (including any options) of five years duration or less may be approved and signed by the Manager provided the District's standard Agreement form is used (except for provisions inapplicable), Agreement terms conform to proper real estate practices and the guidelines set forth in the Lease Policy, and there is no financial obligation of the District for improvements.

2. To the extent assignments, subleases, or options are permitted in the basic Agreement the same may be approved by the Manager , provided; other substantive terms of the Agreement are unchanged; any option or options do not result in an Agreement term (including options) of more than five years; rental adjustments consistent with District Lease Policy are made; and provided an amendment to the Agreement may be approved by the Manager if the scope of the amendment is otherwise within the authority of the Manager under this Resolution.
3. Easements of five years or less, licenses and permits ancillary to the normal operation of the District may be granted by the Manager.
4. The Manager is charged with the responsibility to insure that all agreement terms are complied with and is authorized to take necessary measures to cause compliance or to protect the District's legal position, including but not limited to the giving of all notices provided for in the Agreement.

## **II. REAL PROPERTY AGREEMENT SECURITY AND INSURANCE**

The Manager is authorized to take all necessary actions on behalf of the Board of Directors in connection with Agreement surety bonds, Agreement surety, rental insurance, or other security (hereinafter referred to as "Agreement Security") and insurance coverage required pursuant to any Agreements of the District, including any of the following actions:

- A. Where the Agreement is not in default, to release any Agreement Security where adequate substitute security has been provided.
- B. To approve any Agreement Security or insurance submitted in fulfillment of the requirements of any Agreement, including substitute or replacement coverage for any terminated bond or other Agreement Security.
- C. To approve any substitute or modification of insurance, and to release any insurance company when substitute or replacement insurance coverage has been provided.

## **III. REAL PROPERTY TRANSACTIONS**

- A. When the Board of Directors authorizes the acquisition of real property by negotiated purchase or condemnation, the Manager shall take all necessary steps, including appraisals, to secure title of such property for the District. The acquisition price of individual properties (or ownerships) shall in no case exceed the District's appraisal without further specific Board approval. When several parcels are authorized for purchase by the Board of Directors, the total price paid for all such properties shall not exceed the District's appraisal without further specific Board approval.

- B. When the Board of Directors authorizes the sale of District real property, the Manager shall be empowered to take all necessary administrative steps including the acquisition of appraisals in order that execution of the conveyance instrument by the Board may occur. After execution of the instrument by the Board, the Manager is authorized to take any and all other necessary steps, including delivery, to finalize the sale.

#### IV. CONTRACTS FOR PERFORMANCE OF WORK

##### A. Contract Awards for Construction and Maintenance

1. The Manager may, without prior Board approval, execute on its behalf small works roster contracts where the total estimated contract price does not exceed Three Hundred Thousand Dollars (\$300,000), the work is within Capital Budget authorized limits, and so long as all statutory procedures are followed.
2. The Manager may, without Board of Directors approval, prepare plans and specifications, issue notices calling for bids, award and accept contracts for work where the total estimated contract price does not exceed Three Hundred Thousand Dollars (\$300,000), provided that all requirements of law are met, and the work is within authorized Capital Budget limits. Change order amounts are at the discretion of the Manager, provided they do not increase the adjusted contract to an amount in excess of ten per cent of the original contract sum. If the project scope varies from the Board approved Capital Budget, it will be brought before the Board before obligation of any funds.
3. On contracts for work exceeding Three Hundred Thousand Dollars (\$300,000), Board approval shall be required prior to the preparation of plans and specifications for such work. Request for authorization to prepare plans and specifications shall include an estimate as to the total cost of the work. Upon completion of plans and specifications, the Manager is authorized to publish notice calling, for bids. Award of contract will be made with Board approval unless there is a time constraint. In the event of a time constraint, Board approval for award by the Manager will be requested in connection with the request for authorization to prepare plans and specifications. If an award is to be made to other than the lowest responsible bidder; if there is a material deviation from the District's General Conditions; or if the bid is in dispute, Board of Directors approval shall be sought prior to the award. Board of Directors approval shall be required for the rejection of all bids.
4. When any emergency shall require the immediate execution of a contract for work, the Manager, pursuant to the procedures of R.C.W. 39.04.020 (as it may be amended or succeeded), is authorized to make a finding of the existence of such emergency and execute any contracts necessary to respond to the existing emergency, provided that the Manager shall, at the first Board of Directors meeting following the Manager's finding of the existence of an emergency, request Board of Directors ratification of the finding of emergency and any contracts awarded and/or executed pursuant to that finding.

B. Change Orders

Where contracts for the performance of work exceeding \$50,000 have been awarded and under which the work is in progress, and individual changes in plans and/or specifications are necessitated in order to properly accomplish the work, the Manager is authorized to execute individual change orders to the contract provided the following conditions are met:

1. The estimated cost of the individual changes in plans and/or specifications will not exceed Fifty Thousand Dollars (\$50,000) or 10% of the contract price, whichever is less. However, when an individual change order issued under any contract shall cause the total cumulative amount of change orders to that contract to exceed a sum equal to 20% of the original contract amount, or Fifty Thousand (\$50,000), whichever is less, such change order shall not be issued without prior Board approval and no future change orders to said contract may be issued without Board approval.
2. The contract provides for issuance of change orders.
3. The individual change order has been approved and certified by the District's Engineer supervising the contract as being necessary to the proper accomplishment of the work called for in the basic contract.
4. Any time extension for completion of said contract which accompanies said change order does not exceed forty-five (45) days, except a change order extending the contract determined time beyond forty-five (45) days where it is to be a result of fire and other casualties not the fault of the contractor; strikes, riots and other civil disorders; unsuitable weather, or other act of God which results in suspension of work by order of the District's Engineer supervising the contract.

C. Reports

Notwithstanding the authorities granted in the preceding sections A and B, the Manager shall keep the Board advised of all contracts on a monthly basis.

**V. UTILIZATION OF DISTRICT CREWS**

- A. The Manager is authorized to use necessary workers for operations and maintenance of facilities pursuant to Board of Directors approved labor agreements.
- B. The Manager shall be responsible for obtaining, prior Board of Directors approval for work projects which are new construction or major modifications of District facilities to be carried out by District crews when the total estimated cost exceeds Fifty Thousand Dollars (\$50,000).

## **VI. CONTRACTS FOR ACQUISITION OF UTILITIES, MATERIALS, EQUIPMENT, SUPPLIES, AND SERVICES**

The Manager shall have the responsibility for following all statutory requirements and procedures in connection with all contracts for the acquisition of utilities, materials, equipment, supplies and services. Utilities, materials, equipment, supplies and services (including services provided by public agencies) may be acquired on the open market, pursuant to published tariffs, or by competitive bidding when necessary for the normal maintenance and operations of the District, and no prior Board of Directors approval shall be required but shall, where appropriate, be approved as part of normal monthly expenses and shall be within authorized budgets. Where a requirement exists for formal competitive bidding, the Manager may execute contracts for the acquisition of utilities, materials, equipment, supplies and services subject to the following conditions:

- A. The contract or purchase order price for one year does not exceed Fifty Thousand Dollars (\$50,000) or, if specifically identified in the annual budget, the amount shown in such budget, and the contract provides for no more than two (2) options to extend the contract for one (1) year periods, provided that the basic contract or purchase order price and any contract extensions must be within appropriate annual budget limits.
- B. The award is made to a bidder who has submitted a proposal based on the plans and specification on file, or, where permissible, based upon his own plans and specifications and accompanied by a bid proposal deposit as may be required.
- C. The successful bidder has provided, where required, a performance bond with sureties which comply with the requirements of the applicable law.

## **VII. REIMBURSABLE SERVICES**

The Manager is authorized to enter into agreements pursuant to which the District will provide reimbursable services, when such services are part of normal District operations or incident thereto.

## **VIII. ARCHITECTURAL, ENGINEERING, AND TECHNICAL SERVICES**

The Manager is authorized to contract with qualified architectural, engineering, and technical testing and inspection firms licensed in the State of Washington to provide such services as required for maintenance, engineering work or small projects of the District. Selection and reimbursement for such services shall follow all required statutory procedures and shall be consistent with normal established fees paid for such services. If the fee on any single project or closely related work is estimated to exceed Fifty Thousand Dollars (\$50,000), Board of Directors approval shall be required. Where architectural and engineering services are ancillary to capital projects, Board of Directors approval shall not be required so long as those fees do not exceed 15% of the estimated contract amount. The Manager will endeavor to use a variety of firms

(including minority and women-owned business firms) based on the nature of the work and the expertise of the firms.

#### **IX. PROFESSIONAL AND CONSULTANT SERVICES**

Except as provided in Section VIII of this Exhibit A, the Manager shall be responsible for obtaining professional and consultant services where deemed necessary in carrying out normal District operations and provided all applicable legal requirements are met. The Manager may arrange for such services where the estimated cost of the proposed service does not exceed the amount of Fifty Thousand Dollars (\$50,000), provided all such arrangements shall be reported to the Board of Directors monthly.

#### **X. LEGAL SERVICES AND OTHER REPRESENTATION**

The Manager appointed District Counsel shall be responsible for management and supervision of all legal services required by the District and for litigation in which the District has an interest, direct or indirect. For purposes of this section, "litigation" shall mean the assertion of any position, right or responsibility by or against the District (or in which the District may have an interest) which has been filed in any court of general jurisdiction, be it state or federal, or any quasi-judicial or administrative forum.

##### **A. Legal Services**

The Manager is authorized to retain law firms, through District Counsel as necessary, to provide legal services. Retained legal counsel may act solely on behalf of the District or jointly with other interested parties. Payment for legal services other than litigation shall be by reimbursement not to exceed established hourly rates plus expenses. In litigation matters, legal counsel shall be reimbursed at a rate not to exceed their established hourly rate plus expenses.

##### **B. Engagement of Other Representatives**

In connection with litigation or other legal matters in which the District has a direct or indirect interest, the Manager may engage, or cause to be engaged through the District Counsel, other representatives to act solely on behalf of the District or jointly with other interested parties. Such representatives shall be reimbursed at their established hourly rates plus expenses or on another basis which is standard for their services.

##### **C. Engagement of Experts**

The Manager may engage or cause to be engaged through the District Counsel, such experts as may be necessary to the orderly preparation of litigation in which the District has a direct or indirect interest, within limitations otherwise prescribed in Section IX above. Such engagement shall be upon authorization given by the Manager after having been satisfied that such expenditure is necessary to the adequate preparation and representation of the District's position in such litigation and shall, wherever practicable, include evaluation of the litigation and an estimate of the probable cost of such experts.

D. Settlement

Unless otherwise specified herein any matter which is the subject of litigation may be compromised and settled by the Manager provided that the settlement amount does not exceed \$25,000 and that the District Counsel shall certify to the Manager that such compromise and settlement is justified on the basis of the following:

a. Claims filed against the District

- i) the likelihood that a judgment rendered in the case would be in the amount claimed, or higher than the amount claimed, or that there is reasonable cause to believe that there is considerable exposure of liability for the District; or
- ii) the likelihood that the expenses involved in litigation would be unnecessarily high in relation to the amount claimed, or the likely result.

b. Claims filed on behalf of the District

- i) that the determination to settle the claim outweighs the risk of resorting litigation; or
- ii) that the settlement of the claim would provide prompt payment to the District and eliminate extensive delays; or
- iii) the proposed offer of settlement is reasonable in light of the claim asserted.

E. Separation Agreements

The Manager is authorized to enter into separation agreements with employees when the amount paid does not exceed \$25,000 and the employee agrees to execute a written release of claims.

**XI. ADJUSTMENT AND SETTLEMENT OF CLAIMS  
(Except those as referenced above)**

The Manager shall be responsible for the observance of necessary procedures whereby the adjustment and final settlement of all claims, either against or on behalf of the District, shall be carried out. Necessary procedures in the handling of such claims shall include the following:

- A. For purposes of this section, "Claim" shall mean the assertion of any position, right or responsibility by or against the District, but not including (1) accounts receivable to the extent covered in Section XII, or (2) claims asserted by or against the District which have become the subject of litigation as defined in Section X above.

- B. No claims against the District shall be considered unless and until proper notice has been served by the claimant upon the District.
- C. Any individual claim which exceeds \$25,000 may be processed in all respects (except for final approval and payment) by the Manager and District Counsel. No such claims shall be submitted for approval to the Board of Directors until a tentative agreement has been reached with the parties concerned for settlement. Claims which in the opinion of the Manager may exceed \$25,000 shall be reported to the Board of Directors promptly.
- D. Any single claim not exceeding \$25,000 may be adjusted and settled and paid by the Manager provided that all of the following conditions are met:
  - 1. The District Counsel shall certify to the Manager that payment of the claim is justified on the basis of the following:
    - a. Claims filed against the District:
      - i) a substantial likelihood that the District is or could be found liable; or
      - ii) the likelihood that a judgment rendered in the case would be in the amount claimed, or higher than the amount claimed or that there is reasonable cause to believe that there is considerable exposure of liability for the District;
      - iii) the likelihood that the expenses involved in litigation would be unnecessarily high in relation to the amount claimed, or the likely result.
    - b. Claims filed on behalf of the District:
      - i) that the determination to settle the claim outweighs the risk of resorting to litigation;
      - ii) that the settlement of the claim would provide prompt payment to the District and eliminate extensive delays;
      - iii) the proposed offer of settlement is reasonable in light of the claim asserted.
  - 2. All such claims, when paid, shall be reported to the Board of Directors

**XII. ADJUSTMENT AND WRITE-OFF OF ACCOUNTS RECEIVABLE**

The Manager is authorized to establish procedures to (1) make adjustments to accounts receivable for valid business reasons which do not constitute a gift of public funds, or (2) to write off any uncollectible account which does not exceed \$5,000.

Prior to adjusting or writing off of any account receivable or uncollectible, the Manager shall be satisfied that every reasonable effort has been made by the staff to resolve or accomplish the collection of the account. For those accounts that fail to make payment, the Manager shall authorize the District Counsel to bring action in courts of law, or if more appropriate, to assign the same to collection agencies in an attempt to collect such accounts. If, after attempting all normal account collection procedures, the account is still uncollectible after 90 days or more, the Manager shall be authorized to provide for writing off such an account. Any account in excess of \$5,000 which is deemed to be uncollectible shall be referred to the Board of Directors for final approval of writing off that account.

### **XIII. INVESTMENT OF TEMPORARILY IDLE DISTRICT FUNDS**

For purposes of this section, "Temporarily Idle District Funds" shall mean those funds which are not required for immediate expenditure. The Manager is authorized to direct the District Treasurer, in accordance with applicable law relating to the investment of public funds, in the investments of temporarily idle District funds. These directives include, but shall not be limited to, investments in authorized government securities, sale of such investments, and necessary inter-fund transfers. A summary report of all investments, shall be provided to the Board of Directors monthly.

### **XIV. INSURANCE PROGRAMS**

The Manager shall be authorized to negotiate and obtain appropriate policies of insurance to cover District property, liability, employee coverage, and other areas appropriately included within a comprehensive insurance program. The Manager is authorized to approve changes or modifications within the policies of insurance, including programs to provide deductible provisions, so long as such programs are promptly and regularly reported to the Board of Directors so it is kept informed of basic changes made in the overall insurance program of the District.

### **XV. RULES AND REGULATIONS**

The Manager is authorized to adopt any administrative rules and regulations necessary for the efficient operation of the District so long as such rules and regulations are reported to the Board of Directors annually.

### **XVI. TRAVEL OF EMPLOYEES AND OTHER AUTHORIZED REPRESENTATIVES OF THE DISTRICT**

The Manager is authorized to approve travel by employees and/or other authorized representatives of the District in accordance with the established travel policy in order to effectuate necessary normal District operations, provided that reimbursable personal travel expenses for an individual trip shall not exceed Three Thousand Five Hundred Dollars (\$3,500)

within the continental United States provided that the Board shall be advised monthly of major travel made by District staff.

The President of the Board shall be notified in advance of any absence greater than 72 hours of the Manager and be furnished a report of major travel monthly. Major travel is defined as being outside of Washington, Oregon and Idaho.

#### **XVII. SALE OF PERSONAL PROPERTY**

The Manager is authorized to sell and convey surplus personal property of the District pursuant to the requirements of law and District policy. In no case shall surplus personal property of the District be sold to any Director or District employee or to members of their immediate families without the specific approval of the Board of Directors.

#### **XVIII. BANKING SERVICES**

The Manager is authorized to negotiate for banking services, and enter into agreements for such services for terms not to exceed five years. Procedures shall be established for the deposit/disbursal of District funds recognizing the requirements of law, and providing for an adequate system of internal control. Warrants/checks may require single or dual signatures as is deemed appropriate.

#### **XIX. AUTHORIZATION OF EXPENDITURES**

The Manager is authorized to establish an adequate system to control purchases of materials, supplies and services. Such system should take into consideration the nature of the purchases and the dollar amounts involved. No funds shall be expended unless the purchase invoices have been properly approved in accordance with the provisions of the system established. Warrants/checks may require single or dual signatures as is deemed appropriate.

- A. Approval of the Board of Directors is required for non-emergency use of unallocated reserve funds.

#### **XX. IMPREST WORKING FUNDS (PETTY CASH/CHANGE FUNDS)**

The Manager is authorized to establish various working funds, provided that the total amount of any such fund shall not exceed one hundred dollars (\$100.00). The working funds provide for petty cash purchases/change funds, and the dollar amount thereof shall be recorded on the District's balance sheet. The Manager is also authorized to establish and maintain procedures for the creation and control of such funds.

# Item #6

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To: Board of Directors  
From: Scott Revell, District Manager  
Date: January 10, 2023  
Re: 2023 Water Supply Update

**2023 Water Supply**

USBR will issue the first water supply forecast for the proratable irrigation districts in early March.

The most recent long-range weather forecasts for the next three months remain mixed, but favorable, which is common for this time of year.

<u>Reservoir storage status on January 5</u>		<u>Capacity (Ac. Ft)</u>
Kaechele's	35%	157,800
Kachess	54%	239,000
Cle Elum	38%	436,900
Bumping	42%	33,960
Rimrock	50%	198,000
Total	42%	1,065,400


- ✓ Snow-water equivalent is currently 95% in the Naches basin to 108% of average in the Yakima River mainstem.
- ✓ Reservoir storage in the system is at 94% of average.
- ✓ Precipitation for the water year, which began on October 1, 2022 is 87% of average.

# Item #7

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**To:** Board of Directors

**From:** Wayne Sonnichsen, Engineering Manager 

**Date:** January 10, 2023

**Re:** Request for ASM Affiliates Cost Augment

**Attachments:**

1. Request for Cost Augment to ASM.

**Background:**

The District entered into a Memorandum of Understanding (MOA) with the USBR and Washington State Historic Preservation Office (WSHPO) in 2019 as mitigation for removal of historic elements of the Pump 9A lateral. The mitigation elements described in the MOA include development of a detailed history of the Roza Irrigation District and digitization of photo archives housed at the Roza Irrigation District office to be made accessible to the public. It is required that this work be done by a qualified historian. Additionally, a public presentation about the "Photographs of the Roza Division of the Yakima Project" is to be presented in a public venue.

The District entered into an agreement with ASM Affiliates in August of 2021 to perform this work and have a graduate student conduct the presentation. The total cost estimated for this work was \$22,980.

It was not anticipated that the historian would need to be involved in meetings setting up archival site or spend time at the Roza office during the scanning process. Setting up a secure archival site with public access has turned out to be more complex than staff had anticipated.

When the project was started, Data Associates was still doing most of the District's IT work and had taken the lead with setup of the archival system. Due to medical issues with their staff member doing the work, setup stopped and started several times. Now that the switchover to Kelley Connect as the District's IT provider is complete, the process of completing the archival system setup has been recently started up again and is now nearly complete.

To date, ASM Affiliates has used \$9,500 of the project time and, as noted above, we are just now getting to the point where scanning the photos can take place. A large portion of the cost is the historian's time related to meetings and correspondence regarding the requirements for the archival solution. ASM Affiliates has reassessed the cost of time and materials to complete

the project and determined it will take an additional \$11,100 of time and materials (See the attached Request for Cost Augment).

The District is obligated by the agreement with USBR and WSHPO to complete this project. The reason that this particular mitigation project was chosen was to complete a thorough historical review of the District so that when future construction projects involving removal of original infrastructure trigger Section 106 of the National Historic Preservation Act, the historical portion of the required assessments will have largely been completed with this work and the documentation produced by this project can simply be referenced. This should save time and money down the road with meeting SEPA requirements for the remaining ECS projects.

Staff is requesting Board approval for this Request for Cost Augment to ASM Task Order #5. This can be paid for through the 2023 ECS Project.

**Recommended Motion:**

I move to approve the request for Cost Augment to ASM Affiliates Task Order #5 in the amount of \$11,100.



Archaeology • History • Ethnography • Architectural History

Wayne Sonnichsen, PE  
Engineering Manager  
Roza Irrigation District

RE: Request for Cost Augment to ASM TO#5 MOA R21MA13705

Dear Wayne:

ASM Affiliates, Inc. (ASM) is requesting a cost augment from the Roza Irrigation District (the District) for the Roza Historical Context and Photo Archive Digitization Project (ASM Task Order #5).

**Additional Work Required**

This project has required our Historian Sarah Stinger-Bowser to coordinate closely with the District's IT personnel to adequately establish the hardware and software systems necessary for the document scanning above what was scoped in the original Task Order. Additionally, due to the complex nature of the system as it is now established it will require that our Historian travel to the District Office on the first day of the scanning operation to ensure quality control.

**Contract Price Augment Requested**

The requested augment is for a total of 80 hours for ASM Historian Sarah Stringer Bowser at a rate of \$120/hour in addition to estimated travel costs of \$1,500.00. Thus, the total requested contract augment for Task Order #5 is \$11,100.00 to be billed on a time and materials basis (see attached cost estimate breakdown).

	Rate	Units	Total	
<b>Augment Request</b>				
Historian	120.00	80.00	9,600.00	
Airfare	600.00	1.00	600.00	
Rental Car	400.00	1.00	400.00	
Per Diem	250.00	2.00	500.00	
		Subtotal		\$11,100.00
<b>Total Estimated Cost</b>			\$11,100.00	\$11,100.00

# Item #8

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**2022 Operations and Maintenance Budget Revisions**

	2019*	2020*	2021*	2022	Change
INCOME	Budget	Budget	Budget		'21 v. '22
Assessments for O&M @ \$185.90/ac x 72,517 ac.*	\$12,808,800	\$12,952,800	\$13,024,800	\$13,480,910	+456,110
Assessments Construction @ \$4.10/ac (Block 7 only)	79,500	69,271	69,271	68,748	-523
USBR	0	0	0	0	0
Interest	265,000	325,000	100,000	285,000 <del>50,000</del>	+185,000 <del>-50,000</del>
Rentals	5,000	5,000	5,000	5,000	0
Misc.	322,000	323,000	323,500	326,000	+2,500
Tier II Water	500,000	500,000	500,000	500,000	0
Unbudgeted (Grants)	1,216,000	142,065	50,732	0	-50,732
Transfers from Reserves*	0	52,710	260,713	291,737	+31,024
Total Income	\$15,196,300	\$14,369,846	\$14,334,016	\$14,957,395 <del>\$14,722,395</del>	+\$623,379 <del>+\$388,379</del>
<b>EXPENSE (see 2/8/22 memo)</b>					
Main Canal	\$3,500,700	\$2,590,700	\$2,428,900	\$2,556,900 <del>\$2,767,900</del>	+\$128,000 <del>+\$339,000</del>
Laterals	666,500	669,300	673,700	700,700	+27,000
Drains	311,000	325,000	332,600	332,600	0
Pumps**	450,500	529,500	\$869,000 <del>638,500</del>	1,244,000 <del>361,500</del>	+375,000 <del>-277,000</del>
Safety-Drug Testing	40,000	32,000	32,000	32,000	0
Pressure Projects	2,400,000	2,400,000	2,400,000	2,400,000	0
Reimbursables	75,000	75,000	75,000	75,000	0
Equip-Bldg.	216,000	216,000	222,000	247,000	+25,000
Water Management	550,000	550,000	550,000	550,000	0
USBR O&M/Power	1,673,266	1,613,735	1,953,691	2,117,000	+163,309
USBR Construction	79,500	69,271	69,271	68,748	-523
Admin.-Gen. Expense	2,799,800	2,916,800	2,901,300	3,087,300 <del>2,921,300</del>	+186,000 <del>+20,000</del>
Legal	90,000	75,000	85,000	75,000	-10,000
Insurance	294,000	323,640	363,471	448,581	+85,110
Phones	47,700	50,700	47,700	47,700	0
RSBOJC	257,000	271,000	399,683	338,166	-61,517
Miscellaneous	128,600	132,200	132,200	135,700	+3,500
Vehicle Purchase	230,000	230,000	150,000	0	-150,000
Equipment Purchase	330,000	300,000	79,000	103,500	+24,500
Water Supply Development	1,000,000	1,000,000	800,000	1,000,000	+200,000
Total Expense	15,139,566	14,369,846	\$14,564,516 <del>\$14,334,016</del>	\$15,559,895 <del>\$14,722,395</del>	+\$995,379 <del>+\$388,379</del>

## 2022 Operations and Maintenance Budget Revisions

### Notes

\*Prior to 2022 the budget assumed 72,000 assessed acres rather than 72,517

### Main Canal

The revised budget above reflects the elimination of the 2 maintenance positions approved in early 2022 and the elimination of two of the temporary maintenance workers (\$211,000).

- \$63,000 in Main Canal chemicals (70% of total)
- \$56,000 in shifted expenses from the capital plan (1 roll of geo-liner/grout/concrete panel)
- \$75,000 fuel increases (note that fuel increases will exceed this amount in 2022)  
Net increase of \$128,000 in the Main Canal Line item

The Main Canal line item will be underspent by approximately \$182,000 in 2022 due to multiple open positions for varying lengths of time.

### Pumps

The 2021 Pumps line item was underbudgeted by \$235,500, which was the baseline for 2022.

The 2022 Pumps line item was budgeted at \$361,500 in early 2022 and should have been budgeted at \$1,159,000. The Pumps line item consists of:

- \$ 360,000 in O&M (2 mechanics, \$75,000 in annual motor reconditions, parts, etc.)
- \$ 5,000 for pump testing (year 1 of 2)
- \$ 884,000 in capital projects (\$264,000 of which carries forward to 2023)  
\$1,249,000

The Pumps line item sees a net increase of \$375,000 over the corrected amount in 2021 of \$874,000.

### Admin-General Expense

The Administration-General Expense line item was budgeted at 2,921,300 and should have been budgeted at \$3,087,300 (which now includes the 2022 union wage increases). Net changes in 2022 in this line item include:

- \$13,000 in health insurance premiums for all Roza employees
- \$30,000 in non-union wage increases effective April 9, 2022
- \$88,000 in union wage increases approved in April and effective January 1, 2022
- -\$108,000 in reduced retirement contributions due to a change in state law  
Net increase of \$186,000 in 2022 over 2021

## 2022 Operations and Maintenance Budget Revisions

### Other

USBR credits in 2022 for actual expenses in 2021 in the amounts of:

\$337,283 2021 USBR O&M

\$ 48,934 2021 USBR power

\$386,217 Total amount taken off the second payments to USBR in June 2022.

Some of these funds were re-programmed in September as follows:

\$100,000 for fuel expenses beyond what had been anticipated

\$267,200 redirected to the winter work program

\$367,200 (net \$19,000+/- remaining)

\$995,375 is the net difference in expenses changes in 2022

\$623,379 is the net difference in income changes in 2022

**\$370,966 is the net change**

The net change can be addressed through the \$182,000 underspent in the Main Canal line item and deferring the capital projects listed below:

\$62,000 The wing wall extension project (\$18K of the budgeted \$80K has been spent)

\$17,000 MP 32.5 retaining wall

\$2,000 gravel for road next to the wasteway 5 spillway

\$10,000 High side road work from Main Canal milepost 33.2 to 33.8

\$6,300 Pump 4 forebay (project not needed after further examination)

\$10,000 deferral of the Pump 8 clamp on flow meter

\$21,000 water fill up station modifications at pump plants

\$128,300

Together, with the \$19,000 mentioned above which had not been reprogrammed, these amounts total \$147,300.

## Pumps Line Item Budget History

### 2022

- \$832,000 in capital projects allocated to the Pumps line item as follows based on the 12/10/21 capital plan:
  - \$657,000 pump stations {\$316,000 of which was to carry forward to 2023}
  - \$175,000 in pump station and canal automation upgrades (page 3 of the capital plan)
  - \$832,000
  
- The 2022 budget was approved on 2/8/22 and was built based on the 12/10/21 capital plan
  
- The capital plan was revised on 9/6/22, which is also the basis for the 2023 budget. The 9/6/22 capital plan allocated \$884,000 to Pumps as follows:
  - \$657,000 pump stations {\$364,000 of which was to carry forward to 2023}
  - \$227,000 in pump station and canal automation upgrades (page 3 of the capital plan)
  - \$884,000 Total 2022 Capital Projects in Pumps line item
  
- 2022 Pumps line item with revisions in December 2022:
  - \$360,000 Operational expenses (2 mechanics, rebuilds, etc.)
  - \$ 5,000 Year 1 of 2 motor testing
  - \$884,000 Capital projects (pursuant to the 9/6/22 capital plan)
  - \$1,249,000

Emergency floats were planned at \$12,000 rather than \$18,000 based on more recent cost estimates and the Pump 10 cabinet cost estimate was found to have increased significantly after the 12/10/21 capital plan was approved.

### 2021

- \$509,000 in capital projects per the 2/3/21 capital plan which was a net increase of \$109,000 for capital projects in Pumps line item. This change matches the 2021 budget memo & the 2021 budget. controllers and stilling wells were included in the Pumps line item.
- \$360,000 operational expenses +/- (2 mechanics, annual motor rebuilds, etc.)  
\$869,000 Total Pumps line item
  
- \$638,500 was budgeted and it should have been \$869,000 a difference of \$230,500
  
- ✓ The 2021 budget was approved on 2/9/21 was built based on the 12/10/21 capital plan
- ✓ The pump station rehabilitation plan later shifted all projects one year out in Sept 2021 which affected the capital plan and is shown in the 9/5/22 capital plan.
- ✓ Note that the \$59K on page 3 of the plan for PLC motor controllers, stilling wells and gate hinge pins were not included in the pumps line item. In 2022 going forward, the PLC

## **2020**

- \$316,000 in capital projects which is a net increase of \$79,000 for capital projects in Pumps line item. This changes matches the 2020 budget memo & the 2020 budget and the 3/5/20 capital plan.
- The 2020 budget was built based on the 3/5/20 capital plan.
- The capital plan was later amended in August 2020, but the budget was not.

## **2019**

- \$237,000 in capital projects which is a net increase of \$37,000 for capital projects in Pumps line item. This changes matches the 2019 budget memo & the 2019 budget.

## **2018**

- A net increase of \$125,000 for capital projects in Pumps line item. This changes matches the 2018 budget memo & the 2018 budget.
- Reduction of \$26,500 (Lead Pump Mechanic spring 2018 overlap period)

# Item #9

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To: Board of Directors

From: Scott Revell, District Manager

Date: January 10, 2023

Re: Tier II Water Issues

### **1. Tier II Water Pricing**

During the process for setting the price for Tier II water in 2015 the Board engaged in an extended discussion which ended with direction to staff to craft a policy to match the provisions of Article 23.c of the 1953 repayment contract with the U.S. Bureau of Reclamation, which reads in part:

*For water to be delivered each year in excess of the minimum amounts, the landowners or water users involved shall pay to the District an excess charge as follows:*

*(1) For the first additional acre-foot, or fraction thereof, at a rate per acre-foot not less than 10% more than the rate charged for the water made available under the annual minimum charge for each unit.*

- The Board adopted a Tier II policy in 2016 of the assessed cost per acre foot +10%.
- The 2023 assessment is \$193.90 for three-acre feet of water, which equates to \$64.63 per acre foot. Under the formula above the following rate will apply per additional acre foot: \$71.10.
- In a full water supply year, Tier II water generates roughly \$700,000 to \$1,000,000 in revenue to the District after refunds.
- The Board has the option of charging more than the minimum amounts listed above.

## **2. Refunds**

In most years refunds, total around 10% to 15% of the gross amount paid for Tier II water. Eligibility for refund is based on a formula which was established 25+ years ago. The District's refund formula is confusing to most water users and could be streamlined. When a water user is eligible for a refund, 100% of the unused Tier II water is refunded, although there are minor administrative costs to process refund checks.

In order to be eligible for a refund the water user must use more than 2% of the water in their pool (includes both the annual allotment and any Tier II water).

For example: Farmer A has used 8,636-acre feet during the irrigation season. 2% of that amount is 172.73-acre feet. If the farmer has more than 172.73-acre feet in their pool at the end of the season (annual allotment together with any Tier II water) they are eligible for a refund of 100% of all unused Tier II water.

If the water user has not used more than 2% of their remaining pool at the end of the season they are not eligible for a refund for any unused Tier II water.

Forty-four refund checks were issued in 2022 for \$62,808, and twenty-one of those checks were for less than \$100. An additional nine refund checks were in amounts between \$100 and \$250.

The recipients of the small checks create the largest administrative burden by far. Smaller checks (under \$50 or so) often go uncashed for months. When checks go uncashed reminder notices are sent. In some cases cancellations occur. If the water user asks to apply the unused amount to the next irrigation assessment there are often overpayments which then triggers a series of actions to correct the overpayments.

Options:

- Refund all unused Tier II water;
- Set a different threshold for refund eligibility, such as two-acre feet or more remaining in the pool to be eligible for a refund;
- Eliminate refunds;
- Keep the current policy

## **3. Credit Card and Online Payments for Tier II Water**

Currently Tier II water must be paid for with cash or check. The District has received inquiries about the use of credit cards and the ability to pay online. There may also be website modifications which would need to occur.

Staff is researching the options, and potential water ordering impacts and how they can be addressed and will report back. Presumably, the District would charge a convenience fee to offset the costs incurred to process credit card payments by the credit card issuers.

**4. Priorities for Use of Tier II Funds**

Since the 2017 irrigation season, the first \$500,000 of Tier II income has been directed to the Water Supply Development fund (except for 2021), with any additional income directed to the operating reserves unless otherwise directed by the Board. Tier II income was less than \$500,000 in 2017 and 2019. The Board approved a budget in 2021 with the first \$300,000 in Tier II funds directed to the Water Supply Development fund.

Tier II funds were used in 2016 as follows:

- \$515,000 +/- Gradall excavator replacement (2017 model)
- \$ 45,000 Phase I Upper end operations base at Pump 5 (gravel and fencing).
- \$ 28,000 3 temporary employees for 3 mos. during the 2016-17 off season peak.
- \$ 21,000 Two weed cutter buckets for the 314 excavators.
- \$ 16,000 Interior improvements in the administrative, upper and lower end offices
- \$ 5,000 Miscellaneous tools
- \$630,000 2016 Total

Tier II funds were authorized in 2022 to purchase equipment and fund a portion of the winter work program as follows:

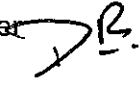
- \$ 90,000 GPS for the next excavator
- \$114,000 Winter work projects
- \$204,000 2022 Total

The Board could choose to change the amount directed to the Water Supply Development Fund up or down, and could direct Tier II funds to other projects.

# Item #10

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To: Board of Directors  
From: Dave Rollinger, Watermaster   
Date: January 10, 2023  
Re: Recent Past and Future Maintenance Work

### **Summary for December**

Roza crews were shut down for safety reasons on three different days and started two hours late on two others day due to inclement weather, slowing progress on piping projects.

### **ECS Projects**

- Crews utilized the original concrete pipe to push a new PVC pipe through to the Main Canal turn out saving time and money from digging and building new turnouts at MP 15.0, 17.1, and 38.7. Crews have also completed laying all pipe and have started installing flow meter bottoms and tops.
- The pump 14 pipe laying crew was stopped for a few days after noticing that the 30" inline valve they were installing wouldn't close. The paddle on the valve was hitting the flange. Ferguson recommended putting spacers in on each side of the valve to give the paddle room to rotate without hitting the flanges. The cost of the four flanges totaled \$10,000.

### **Distribution System Maintenance**

- Trouble shooters finished pouring 11 Main Canal concrete panels and three wasteway three concrete panels that needed replaced and are stripping forms and doing cleanup.
- Berm removal and road building has stopped downstream of MP 30.3 do to frozen ground and snow.
- Trouble shooters repaired two Main Canal lining drain exits at MP 21.3.
- Crews finished installing a 6" drain line from the siphon valve to the exit end of siphon 7.
- Roza's fabricator installed extensions on the Main Canal rd. gates on Factory and County Line roads to help prevent UTV's from getting around the gate.
- Trouble shooters have started excavation and installation of 5 new stilling wells on the Main Canal at MP 86.0, 87.4 ,88.5, 89.2, and 90.4.

- Crews started excavation and installing 180' of 36" double walled HDPE pipe which crosses under the military base's perimeter fence inside the Yakima Training. The Training Centers perimeter fence made it impossible to mow and maintain the lateral.
- Pump mechanics have been busy with their winter maintenance consisting of repairing pump station forebay sweeps, pump valve replacements, lead coated motor conductor replacement, prepping for the P14 instrumentation upgrades, and installing rotating elements that have been repaired as they come in. Bob Schlosser has accepted a position with West Extension Irrigation District in Irrigon OR. December 29<sup>th</sup> was his last day with the district.
- The spray crew had to stop spraying the Main Canal roads with Diuron and Payload due to cold weather but will continue when temperatures warm and the frost leaves the ground.

### **Equipment**

- Greg Stroh was hired as mechanic and his first day was December 1, 2022. Greg filled the mechanic spot that has been open for the last 7 months.
- The ECM (engine control module) on #65 Roza's 1999 Freightliner dump truck stopped working and needed to be replaced. The cost for a new ECM was \$3,666. If the ECM that was removed is rebuildable the manufacturer will reimburse \$800 dollars.

### **Projected for February**

- Grout the voids between the new PVC pipe and the existing concrete turnout pipes at Main Canal MP 15.0, 17.1, 35.2A and 38.7.
- Continue to lay pipe, backfill and install flow meter bottoms on P14 ECS.
- Install gravel packs at 38.7, 35.2A and 54.1 (6005 Evans)
- Replace the gear head on a 36" inline valve on pump 8 Right.
- Dig pump plant forebays and Main Canal turn outs and re-install turnout screens.
- Weather permitting, start laying pipe on Pump 1 low pipeline 1.
- Install 6 new Main Canal turn out screens at MP 15.0, 17.1, 19.5, 38.5, 66.6 and 54.1.
- Start cleaning open laterals with the 314 excavators.
- Start stock piling clay for the MP 85.6 Main Canal over dig project.

# Item #11


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# Item #12

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**To:** Board of Directors

**From:** Wayne Sonnichsen, Engineering Manager 

**Date:** January 10, 2023

**Re:** Engineering Manager's Report

**Attachments:**

1. Groundwater Monitoring Results November 2022.

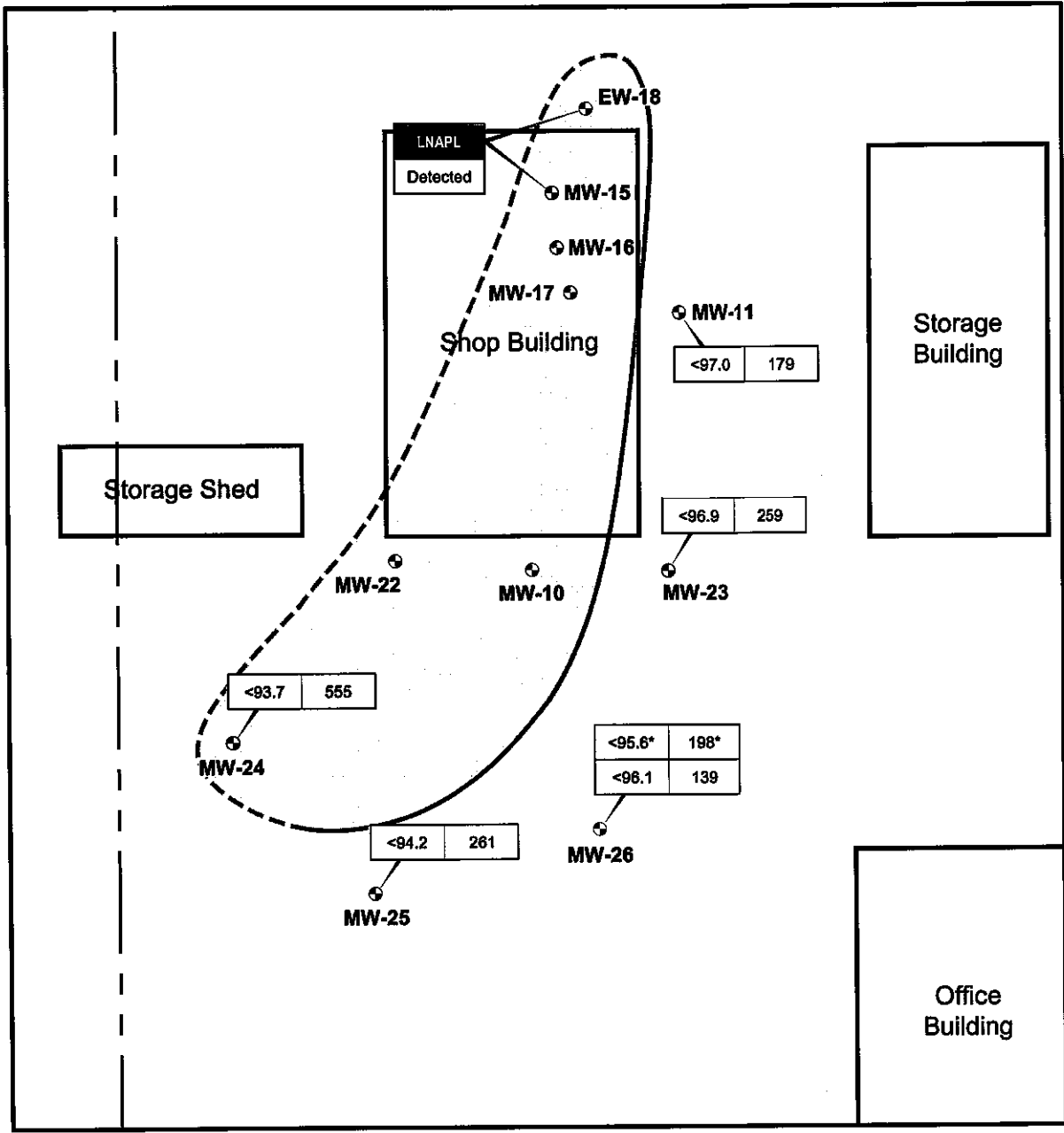
**Miscellaneous items of note:**

- The District entered into an agreement with Shannon & Wilson in August of 2021 to install additional monitoring wells in the parking area south of the shop building and conduct a quarterly sampling of the ground water for four consecutive quarters. The intent was to show that the plume of contamination caused by the leaking underground fuel tanks in the 1990's and the oil spill from the in-ground hoist in 2014 remain contained within the District and Federal property.

Shannon & Wilson pulled the third of the four quarterly water samples from the monitoring wells in November. One of the samples (MW-24) contained contaminants exceeding the MTCA-A cleanup level of 500 micrograms per liter (ug/L) with a concentration of 555 ug/L. The attached map shows the estimated extent of plume of contamination.

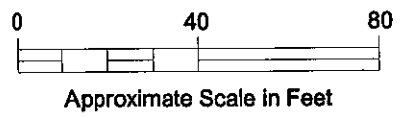
It is likely that Ecology will either require the District to install one or two monitoring wells and restart quarterly sampling to try of show the plume will remain on District property over the course of a year, or implement remedial measures to prevent further down gradient contamination. Ryan Peterson, Shannon & Wilson, has suggested adding one or two more monitoring wells in his email containing the report. He is out of the office until January 16<sup>th</sup>, at which time I will be discussing options with him.

- The new phone system is now in the process of being built with the goal of being operational beginning February 10<sup>th</sup>. Meetings are conducted every Wednesday to keep everyone on track and Ring Central has set up a Google Drive share site to collect information from District staff.
- The small pipe section of the latest ECS materials bid has been delivered along with a portion of the steel parts.



**LEGEND**

- MW-10** Monitoring Well Designation and Approximate Location
- LNAPL** Light Non-Aqueous Phase Liquid
- 555** Exceeds the MTCA-A Cleanup Level
- [Dashed Line]** Estimated Extent of the Groundwater Diesel Plume



**TABLE EXPLANATION**

	Diesel (Fuel Oil)	Heavy Oil
MTCA-A Cleanup Level	500 ug/L	500 ug/L

**NOTES**

Results reported in micrograms per liter (µg/L).  
 \* = Duplicate Sample

Roza Irrigation District  
 125 S 13th Street  
 Sunnyside, Washington

**GROUNDWATER MONITORING RESULTS**  
**NOVEMBER 2022**

December 2022 100500-005

**SHANNON & WILSON, INC.**  
 GEOTECHNICAL AND ENVIRONMENTAL CONSULTANTS

**FIG. 4**

# Item #14

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To: Board of Directors  
From: Scott Revell, District Manager  
Date: January 10, 2023  
Re: Appointment of Secretary/Manager for 2023

**Background**

Article 5 of the District's Bylaws require that each year the Board appoint a Secretary/Manager/Treasurer as noted below.

***Article 5** - The Directors of the District shall organize as a Board and shall elect a President and Vice President from their number, appoint District Manager/Secretary/Treasurer and adopt by-laws each year. A majority of the Directors shall constitute a quorum for the transaction of business, and in all matters requiring action by the Board there shall be concurrence of at least a majority of the Directors present. The Board shall have the power and it shall be its duty to adopt a seal of the District.*

**Recommended Motion**

I move that Scott Revell be appointed Secretary/Treasurer and be hired as District Manager for 2023.

# Item #15

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IN THE MATTER OF THE ROZA IRRIGATION DISTRICT  
OATH OF SECRETARY/TREASURER

STATE OF WASHINGTON)  
(SS  
COUNTY OF YAKIMA )

Scott Revell, being first duly sworn on oath, deposes and says: That he is the duly appointed Secretary/Treasurer of the Roza Irrigation District, to serve for a period of one year commencing on the 11th day of January 2023; that he will faithfully discharge the duties of his office as Secretary/Treasurer of the Roza Irrigation District.

\_\_\_\_\_  
Scott Revell

Subscribed and sworn to before me this 11th day of January 2023.

\_\_\_\_\_  
Notary Public in and for the  
State of Washington, residing  
in Yakima, WA

(SEAL)