



## BOARD OF DIRECTORS REGULAR MEETING

Tuesday, January 7th, 2025 – 9:00A.M.

### AGENDA

1. Consent Agenda (approved with one motion).
  - a. Minutes of December 10, 2024, Regular Board meeting.
  - b. Status of Investments Report – December 31, 2024.
  - c. Treasurer's Report– December 31, 2024.
  - d. Statement of Income and Expense Report, for the eleven periods ending November 30, 2024.
  - e. Comparative Balance Sheet Report, for the eleven periods ending November 30, 2024.
  - f. Bank Reconciliation- November 30, 2024
  - g. Claims.
2. Oath of office –Ric Valicoff, Jim Willard
3. Reorganize board: elect President and Vice-President.
4. Readopt and/or change By-Laws.
5. Readopt Delegation Resolution.
6. 2025 January water supply update & drought preparation update.
7. Interagency agreement with the U.S. Army to move the Pump 1 lateral canals off of the Yakima Training Center.
8. Authorization of use of water supply development funds for fishery related expenses.
9. 2025 Budget.
10. \*Watermaster's report.
11. District Manager's report.
12. Policy Director's report.
13. \*Engineering Manager's report.
14. 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.
  - c. Executive session pursuant to RCW 42.30.110(2)(a)(iii). To evaluate legal risk of a proposed action.
  - d. Executive session pursuant to RCW 42.30.140(4)(b).
15. Appoint the Secretary/Treasurer and hire the manager.
16. Oath of office – Scott Revell.

# Item #1

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## REGULAR MEETING MINUTES

December 10, 2024

The Board of Directors for the Roza Irrigation District convened in regular session on Tuesday December 10, 2024. Present were President Ric Valicoff, Vice-President Jim Willard, Director Jason Sheehan, Director Tanner Winckler, and District Manager Scott Revell. Engineering Manager Wayne Sonnichsen, Watermaster Dave Rollinger, Maintenance Superintendent Dave Clampitt, and Assessment Clerk/Assistant Secretary Kristel Espinoza and District Attorney Brian Iller. Mr. Revell explained that Director Don indicated that he could not attend due to a work conflict.

Via telephone conference: Policy Director Sage Park

The President called the meeting to order at 9:05 A.M. and requested that the Board consider the consent agenda as presented:

- a. Minutes of November 5<sup>th</sup>, 2024, Regular Board meeting.
- b. Status of Investments Report – November 30, 2024.
- c. Treasurer's Report– November 30, 2024.
- d. Comparative Balance Sheet report for the ten periods ending October 31, 2024.
- e. Statement of Income Expense report for the ten periods ending October 31, 2024.
- f. Bank Reconciliation- October 31, 2024.
- g. Claims.

The following claims were approved for payment: Payroll number 29692 in the amount of \$327.30. Voucher numbers 71194 – 71195, 71261 – 71330 and 71341 – 71419 in the amount of \$642,404.43 and electronic payments 10-2024, 10-24, 11-24, 18-24, 19-24, 24-26, 24-27, 28-24, 29-24 in the amount of \$329,050.74 from the period of November 4, 2024 to December 10, 2024.

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

District Manager Revell reported to the Board on the request for removal of the water entitlement and irrigation assessment. Scott Snyder with Snyder Law Office sent an email dated October 23, 2024, on behalf of Anthony & Christine Andreas requesting to relinquish the water entitlement for his client's 0.85 acre assessed parcel. Changes made to water entitlements are as follows: Anthony & Christine Andreas: 191429-13423 – removal to roll, assessed acres 0.85. Following discussion, it was moved by Mr. Winckler, seconded by Mr. Willard and unanimously approved to remove the water entitlement and irrigation assessment from parcel 191429-13423.

The Board convened as the Board of Equalization. Mr. Revell confirmed for the Board that notice of the equalization hearing was published in the Yakima Herald and the Tri-City Herald pursuant to RCW 87.03.255 and the assessment roll was delivered to the Board on November 4, 2024, and had been available for inspection. No water users were present for the Board of Equalization and Mr. Iller noted no written communications had been submitted by water users concerning equalization of the roll. Mr. Revell noted that the equalization reflects only irrigated acres assigned to parcels and not the amount assessed. Following discussion, Mr. Willard made a motion,

## REGULAR MEETING MINUTES

December 10, 2024

seconded by Mr. Sheehan, and unanimously adopted Resolution # 3-2024 pursuant to RCW 87.03.255 to equalize the 2025 assessment roll.

District Manager Revell updated the Board on the 2025 water year. The 2025 water year began on October 1, 2024, and water in storage was only 26% of average. The first 2025 water forecast will occur on Thursday March 6, 2024.

District Manager Revell reported to the Board on the 2025 drought preparation which Staff is working on several issues simultaneously: including water leases, coordination with Ecology staff and legislators and water user communication. Mr. Revell discussed authorizing the option to lease water. Following discussion, Mr. Willard made a motion, seconded by Mr. Sheehan and unanimously approved to authorize the District Manager to execute negotiations with Selah Moxee Irrigation District with lease similarities as 2024 for the water for the 2025 irrigation season.

Policy Director Sage Park reported to the Board on the Aquifer Storage and Recharge Pilot project. Roza has submitted a preliminary proposal to the Yakima Basin Integrated Plan (YBIP) for an Aquifer Storage and Recovery (ASR) project within the district. In 2022 the YBIP Groundwater Subcommittee funded a study to look at using Roza Irrigation District canals and the study confirmed ASR is a viable concept. Roza is conducting a pilot test in partnership with Wyckoff Farms and others to gather additional information, including groundwater modeling and financial analysis. Wyckoff Farms has offered a well to be used for the pilot project. Staff recommend authorizing \$300,000 in matching funds, Mrs. Park explained that matching funds would be from water supply development because of the potential for district wide water supply benefits during drought years. Following discussion, Mr. Willard made a motion, seconded by Mr. Sheehan, and unanimously approved authorization to sign the Memorandum of Understanding and authorization to fund up to \$300,000 in matching funds out of water supply development.

Engineering Manager Wayne Sonnichsen updated the Board on the WW6 reservoir enlargement and presented alternative sites and embankment concepts. Jacobs Engineering and Shannon & Wilson Engineers recently met at the Roza office to begin work on the WW6 Reservoir Enlargement Feasibility study, the work will include an approximate 30% design of a preferred alternative to satisfy Bureau of Reclamation minimum requirements for applying for Federal funding. Following discussion, Mr. Willard made a motion, seconded by Mr. Sheehan and unanimously approved a task order with Jacobs Engineering for up to \$2,000,000 for a feasibility report with approximately 30% design of an enlarged Wasteway 6 reservoir.

Engineering Manager Wayne Sonnichsen reported on the underground fuel storage contaminated soil cleanup and noted that at the request of District Staff, Shannon & Wilson would prepare a response letter to the Department of Ecology's letter dated September 30, 2024. Following discussion, Mr. Willard made a motion, seconded by Mr. Sheehan and unanimously approved a task order with Shannon & Wilson to conduct groundwater sampling, introduce oxygen socks into monitoring wells and prepare a response letter to the Department of Ecology not to exceed \$16,242.

Engineering Manager Wayne Sonnichsen updated the Board on the winter work plan cost correction, which included concrete panel replacement for both Main Canal and wasteways. The



## REGULAR MEETING MINUTES

December 10, 2024

original listed work was in separate rows in the spreadsheet and then combined. Unfortunately, the cost of \$29,500 for the wasteway work was not included. Following discussion, Mr. Winckler made a motion, seconded by Mr. Willard and unanimously approved the updated 2024-2025 winter plan revised 11/19/2024.

District Manager Revell summarized to the Board the District Reserves as of October 31, 2024. No action was requested from the Board.

District Manager Revell discussed with the Board the 2025 operations and maintenance assessment. Board members and Staff discussed at length about the United States Bureau of Reclamation power and operation & maintenance expenses, current needs, long term capital improvements and water supply development. Mr. Winckler stated that his opposition was primarily based on the district's ability to operate in 2025 with current financial reserves. The Board discussed potential use of reserves, use of Tier II funds, accumulation of reserves and interest income. Following a lengthy discussion, Mr. Willard made a motion, seconded by Mr. Sheehan and motion was carried by majority with Mr. Valicoff in favor and Mr. Winkler opposed, the Board approved to increase the assessment by \$5.00 per acre and set the 2025 operation and maintenance assessment at \$207.00 per acre.

District Manager Revell updated the Board on the draft 2025 budget planning and discussed the background information on several line items detailed in the staff report and options for balancing the budget. No action was requested from the Board.

Watermaster Dave Rollinger presented, and the Board reviewed the Watermaster's written report.

District Manager Revell presented, and the Board reviewed the District Manager's monthly written report.

Policy Director Sage Park presented, and the Board reviewed the Policy Director's monthly written report.

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

The President declared the Board to be in executive session for an estimated ten minutes beginning at 12:40 P.M. pursuant to:

- a. Executive session pursuant to RCW 42.30.110(1)(i). Potential and pending litigation-State v. Acquavella.
- b. Executive session pursuant to RCW 42.30.110(2)(a)(iii). To evaluate the legal risk of a proposed action.
- c. Executive session pursuant to RCW 42.30.110(1)(b). Selection of a site or the acquisition of real estate.
- d. Executive session pursuant to RCW 42.30.140(4)(b).

The President returned the Board to regular session at 12:50 P.M.

REGULAR MEETING MINUTES

December 10, 2024

No further business appearing and upon motion duly made, seconded, and unanimously passed, the Board did there upon adjourn at 12:50 P.M. on Tuesday December 10, 2024.

ATTEST:

\_\_\_\_\_  
SECRETARY

\_\_\_\_\_  
PRESIDENT

**ROZA IRRIGATION DISTRICT**  
**STATUS OF INVESTING ACCOUNTS**  
December 31, 2024

BANK	\$ AMOUNT	INTEREST EARNED	INTEREST RATE	BALANCE
L.G.I.P.	\$15,488,963.51	63,176.11	4.6040%	\$15,552,139.62
U.S. - MIA INV.	\$106.88	0.00	0.14905%	\$106.88
U.S. - SAVINGS	\$148,066.75	0.91	0.05%	\$148,067.66
U.S. - CHECKING	\$248,475.54	37.50	0.01%	\$248,513.04
TOTAL				\$15,948,827.20

**ROZA IRRIGATION DISTRICT**  
**STATUS OF INVESTMENTS**  
December 31, 2024

INVESTMENT	RATE	MATURE	EXPENSE	TOTAL
			0.00	0.00
TOTALS:			0.00	0.00

TOTAL OF ALL CASH	15,948,827.20
MINUS RESTRICTED CASH	0.00
Reserve/Memo\$)	
(Drought)	3,426,436.66
(WSD)	4,521,057.53
TOTAL O & M CASH	8,001,333.01

**ROZA IRRIGATION DISTRICT**  
**TREASURER'S FINANCIAL STATEMENT**  
**December 31, 2024**

	EXPENSE	CONST.	RESERVE	MEMO	TOTAL
Balance First of Month	17,699,978.47	307,201.56	0.00	0.00	18,007,180.03
Collections	374,358.00				374,358.00
Miscellaneous	10,939.85				10,939.85
Matured Investments					0.00
Interest	63,314.14				63,314.14
Transfers					0.00
TOTAL	18,148,590.46	307,201.56	0.00	0.00	18,455,792.02
LESS:					
Voucher Checks Issued	136,848.57	0.00			136,848.57
Misc. Checks Issued	2,377,637.98			0.00	2,377,637.98
Tier 2 Checks					0.00
NSF Check Returned					0.00
Bank Charge	5.00				5.00
Void Check	-7,526.73				-7,526.73
TOTAL PAID	2,506,964.82	0.00	0.00	0.00	2,506,964.82
Balance End of Month	15,641,625.64	307,201.56	0.00	0.00	15,948,827.20

## STATEMENT OF INCOME EXPENSE

Roza Irrigation District

For the Eleven PERIODS ENDING November 30, 2024

	CURRENT PERIOD	2024 YTD	2023 YTD
ASSESSMENT INCOME/O & M	0.00	14,683,426.46	14,094,693.78
ASSESSMENT INCOME/CONST	0.00	0.00	1,351.05
TOTAL ASSESSMENT INCOME	0.00	14,683,426.46	14,096,044.83
INTEREST INCOME/INV/DELINQ	2,368.87	10,244.05	15,768.16
INTEREST INCOME/INV/OTHER	70,805.37	891,534.59	854,507.52
TOTAL INTEREST INCOME	73,174.24	901,778.64	870,275.68
RENTAL INCOME/HOUSES	792.69	6,933.48	5,989.73
TOTAL RENTAL INCOME	792.69	6,933.48	5,989.73
DISP OF FIXED ASSETS INCOME	(1,296.74)	(25,723.60)	2,910.33
MISC INCOME	204.61	171,813.92	157,657.11
TIER 2 INCOME	0.00	2,353.66	27,266.54
MISC. INCOME/HEALTH/SAFETY	12,468.73	110,649.98	103,965.54
MISC. INCOME/WATER LEASES	0.00	3,400,000.00	0.00
MISC INCOME/24-25 PRESSURE PROJECT	0.00	500,000.00	0.00
MISC INCOME/ AQUALASTIC LINING	0.00	299,860.00	0.00
MISC INCOME/23-24 PRESSURE PROJECT	0.00	63,257.00	0.00
MISC INCOME/22-23 PRESSURE PROJECT	0.00	0.00	82,407.60
TOTAL MISCELLANEOUS INCOME	11,376.60	4,522,210.96	374,207.12
TOTAL OF ALL INCOME	85,343.53	20,114,349.54	15,346,517.36
MC/LINED/BURNING	0.00	11,751.61	11,712.79
MC/LINED/CLEANING	13,390.74	19,970.25	26,669.99
MC/LINED/GROUTING	0.00	6,244.12	42,062.57
MC/LINED/REPAIR	19,737.06	25,776.87	39,788.40
MC/LINED/SEALING	0.00	300,169.60	0.00
MC/LINED/DRAINS	1,040.92	24,010.46	22,875.80
MC/LINED/COUNTRY CLUB REHAB	0.00	105.15	0.00
MC/UNLINED/BURNING	0.00	36,048.70	39,371.44
MC/UNLINED/CLEANING	33,181.44	102,381.42	66,590.68
MC/UNLINED/REPAIR	1,762.26	18,191.67	30,886.59
MC/GROUND WEEDS/SPRAY	12,968.76	201,070.73	73,027.29
MC/GROUND WEEDS/PULL	0.00	4,656.19	2,760.28
MC/GROUND WEEDS/MOW	21,777.75	330,074.00	236,446.73
MC/AQUATIC WEEDS	5,717.22	65,693.90	172,202.81
MC/STRUCTURES/CLEANING	2,758.92	31,576.35	26,697.12
MC/STRUCTURES/CONST	41,164.22	70,954.29	25,193.56
MC/STRUCTURES/GRAVEL PACK	28,547.09	47,020.22	38,816.49
MC/STRUCTURES/GROUT	0.00	979.20	244.45
MC/STRUCTURES/REPAIR	2,089.23	37,164.98	18,075.11
MC/WATER MEASUREMENT	0.00	41,016.31	12,888.68
MC/SCADA/O & M	486.45	13,615.11	10,796.48
MC/AUTOMATED STRUC/REPAIR	0.00	16,729.62	64,344.80

	CURRENT PERIOD	2024 YTD	2023 YTD
MC/ROADS/CONST	325.90	15,974.16	2,646.02
MC/ROADS/BRIDGES,CATTLE GUARDS	44.00	21,178.74	20,251.50
MC/ROADS/REPAIR	25,928.73	57,884.23	112,600.98
MC/WASTEWAYS/BURN	0.00	1,237.61	3,197.13
MC/WASTEWAYS/CLEAN	1,564.94	3,985.91	16,670.88
MC/WASTEWAYS/REPAIR	24,496.04	25,853.52	14,004.40
MC/WASTEWAYS/SPRAY	0.00	563.79	0.00
MC/SIPHON & TUNNELS/CLEAN	0.00	316.39	6,178.23
MC/SIPHONS & TUNNELS/REPAIR	0.00	19,196.21	35,796.23
MC/UNDERSHOTS/CLEAN	0.00	1,002.68	12,321.66
MC/UNDERSHOTS/REPAIR	0.00	52,562.12	3,438.37
TOTAL MAIN CANALS	236,981.67	1,604,956.11	1,188,557.46
LATERAL/PIPED/CONST	0.00	19,653.59	58,488.55
LATERAL/PIPED/REPAIR	18,152.36	67,056.55	29,410.84
LATERAL/PIPED/LOCATING	0.00	771.56	4,361.84
LATERAL/OPEN/BURNING	0.00	28,059.57	23,323.51
LATERAL/OPEN/CLEAN	5,042.00	41,747.43	25,788.44
LATERAL/OPEN/CORING	0.00	682.84	11,968.70
LATERAL/OPEN/REPAIR	202.92	14,218.42	11,912.92
LATERAL/GROUND WEEDS/SPRAY	4,755.99	20,006.17	19,104.00
LATERAL/GROUND WEEDS/PULL	0.00	5,383.29	3,145.82
LATERAL/GROUND WEEDS/MOW	11,089.43	92,037.45	103,610.89
ECS/REPAIR	12,440.21	189,773.54	236,389.38
LATERAL/AQUATIC WEEDS	260.73	9,533.34	6,754.05
LATERAL/STRUCTURES/CONST	0.00	1,801.40	132.38
LATERAL/STRUCTURES/REPAIR	3,291.43	25,774.35	5,842.11
FLOWMETER/REPAIR	0.00	40,862.31	58,900.56
LATERAL/ROADS/REPAIR	0.00	2,982.31	8,812.12
LATERAL/WASTEWAYS/CLEAN	478.33	517.82	1,239.44
TOTAL LATERALS	55,713.40	560,861.94	609,185.55
DRAINS/OPEN,TOE/BURN	0.00	48.51	1,706.90
DRAINS/OPEN,TOE/CLEAN	43.92	948.57	1,465.30
DRAINS/OPEN,TOE/REPAIR	0.00	283.75	0.00
DRAINS/OPEN,TOE/SPRAY	0.00	292.80	0.00
DRAINS/OPEN,TOE/MOW	1,403.21	5,587.35	1,864.39
DRAINS/OPEN,OUTLET/BURN	0.00	5,490.48	585.39
DRAINS/OPEN,OUTLET/CLEAN	0.00	12,811.17	9,785.81
DRAINS/OPEN,OUTLET/CONST	0.00	293.30	0.00
DRAINS/OPEN,OUTLET/REPAIR	0.00	332.16	0.00
DRAINS/OPEN,OUTLET/SPRAY	0.00	393.38	125.96
DRAINS/OPEN,OUTLET/PULL	0.00	439.86	164.46
DRAINS/OPEN,OUTLET/MOW	209.00	1,399.76	83.60
DRAINS/OPEN,PICKUP/REPAIR	0.00	42.36	1,430.40
DRAINS/OPEN,PICKUP/SPRAY	0.00	179.25	0.00
ROZA MAINT/DID #11/CLEAN	16,677.79	67,136.29	36,115.68

STATEMENT OF INCOME EXPENSE  
Roza Irrigation District  
For the Eleven PERIODS ENDING November 30, 2024

	CURRENT PERIOD	2024 YTD	2023 YTD
ROZA MAINT/DID #11/CONST	0.00	185.72	0.00
ROZA MAINT/DID #11/REPAIR	0.00	444.46	0.00
ROZA MAINT/DID #11/SPRAY	472.56	1,706.48	0.00
ROZA MAINT/DID #11/PULL	0.00	0.00	253.54
ROZA MAINT/DID #11/MOW & CUT	1,664.93	12,559.43	32,943.42
JOINT DRAINS/SVID	26,016.79	322,810.48	350,377.31
DRAINS/DID #11	324.03	47,539.16	44,415.12
DRAINS/PIPED,TOE/CONST	0.00	0.00	67.72
DRAINS/PIPED,TOE/REPAIR	560.93	6,462.97	7,748.79
DRAINS/PIPED,OUTLET/REPAIR	0.00	328.08	0.00
DRAINS/PUMP,SVID WTR TRNSFR	419.80	74,525.76	0.00
TOTAL DRAINS	47,792.96	562,241.53	489,133.79
PUMP PLANT/PUMP	21,520.14	205,264.77	174,198.33
PUMP PLANT/MOTOR	2,020.50	44,456.37	59,570.42
PUMP PLANT/CONTROLS	6,618.04	61,362.39	89,137.76
PUMP PLANT/STRUCTURES	3,007.24	24,622.81	2,344.00
PUMP PLANT/PIPE & VALVES	611.22	36,685.17	18,231.90
PUMP MAINT SHOP	61.48	356.25	2,348.13
PUMP PLANT/SCREENS O & M	1,225.51	10,751.62	9,793.25
PUMP PLANT/ELECTRICAL STRUCTURES	16,506.26	16,506.26	24,044.13
PUMPS/SILT REMOVAL	3,035.99	7,692.52	4,287.94
FLOATING PUMP PLANT/STUDY	2,812.50	34,440.79	53,051.34
P10 UPGRADE	0.00	166.27	0.00
P14 UPGRADE	0.00	299.82	6,527.99
P16 UPGRADE	1,072.16	640,512.29	27,513.68
TOTAL PUMPS	58,491.04	1,083,117.33	471,048.87
SAFETY	9,179.89	52,822.14	32,610.80
DRUG TESTING	11.41	676.85	3,223.95
PORTA POTTY'S	497.27	8,452.53	4,445.02
TOTAL SAFETY/DRUG TESTING	9,688.57	61,951.52	40,279.77
21-22 PRESSURE PROJECT	0.00	0.00	97,445.18
22-23 PRESSURE PROJECT	0.00	0.00	468,785.75
23-24 PRESSURE PROJECT	0.00	546,776.16	1,511,275.00
24-25 PRESSURE PROJECT	4,344.59	767,872.90	3,574.52
TOTAL PRESSURE PROJECTS	4,344.59	1,314,649.06	2,081,080.45
REIMB/PRIVATE INDIV	11,551.51	45,804.99	12,362.14
TOTAL REIMBURSABLES	11,551.51	45,804.99	12,362.14
EQUIPMENT EXPENSE	(11,160.02)	31,769.34	24,994.05
EQUIPMENT EXPENSE/MISC	5,188.36	24,240.43	23,103.01
EQUIPMENT EXPENSE/TOOLS	3,868.07	26,664.36	12,936.96
STOREHOUSE EXPENSE	18,998.60	165,318.40	157,331.55
SHOP EXPENSE	13,731.96	70,051.99	64,838.92

## STATEMENT OF INCOME EXPENSE

Roza Irrigation District

For the Eleven PERIODS ENDING November 30, 2024

	CURRENT PERIOD	2024 YTD	2023 YTD
YARD BUILDING EXPENSE	0.00	14,446.82	5,819.64
OFFICE BUILDING EXPENSE	498.20	9,271.01	36,122.47
SHOP BUILDING EXPENSE	0.00	1,161.71	14,535.01
WAREHOUSE BUILDING EXPENSE	175.25	6,053.59	5,590.78
GROUNDS EXPENSE	434.16	33,694.80	80,711.34
DISTRICT HOUSES/MISC	0.00	0.00	7,151.10
DISTRICT HOUSE/WW3	0.00	1,355.85	1,081.70
DISTRICT HOUSE/P8	0.00	0.00	15,845.38
DISTRICT HOUSE/P13E	0.00	0.00	10,752.56
DISTRICT HOUSE/P13W	0.00	0.00	428.96
DISTRICT HOUSE/P14W	0.00	0.00	10,553.65
SHOW UP TIME	0.00	107.54	101.58
RADIO	0.00	0.00	10,664.12
UTILITIES/SHOP & WAREHOUSE	507.80	5,603.09	5,273.87
UTILITIES/GATES & WASTEWAY	33.37	781.54	727.41
WW6 REREG/O & M	3,384.87	36,379.24	11,898.74
WW7 REREG/O & M	1,803.12	10,351.49	15,428.83
WW5 REREG/O&M	989.77	100,737.82	286,567.58
TOTAL EQUIPMENT/BUILDINGS	38,453.51	537,989.02	802,459.21
WATER MANAGEMENT	5,915.38	735,029.48	706,271.08
TOTAL WATER MANAGEMENT	5,915.38	735,029.48	706,271.08
CONTRACT/USBR/STORAGE	0.00	523,000.00	802,000.00
CONTRACT/USBR/RESERVED WORK	0.00	322,000.00	319,000.00
CONTRACT/USBR/POWER	0.00	1,113,350.00	1,113,350.00
CONTRACT/USBR/KACHESS	0.00	381,844.35	368,807.00
TOTAL USBR CONTRACTS	0.00	2,340,194.35	2,603,157.00
ADMIN & GENERAL SALARIES	126,298.41	1,006,197.53	887,995.50
DIRECTOR'S FEES	966.00	15,811.50	10,496.00
POLICY DIRECTOR	11,805.69	87,306.46	0.00
ENGINEERING MATERIALS	0.00	2,928.00	3,394.91
COMPUTER EXPENSE	162.29	5,575.85	14,593.35
COMPUTER PROGRAMS	0.00	3,680.21	4,571.26
COMPUTER MAINTENANCE	199.00	3,942.90	3,168.28
HEALTH & SAFETY COORD	7,990.46	68,255.74	62,510.08
ANNUAL LEAVE/UNION	13,508.52	149,470.47	152,979.80
SICK LEAVE/UNION	9,007.84	99,418.22	114,544.51
HOLIDAY/UNION	34,035.40	103,882.94	75,441.58
JURY DUTY/UNION	0.00	270.40	0.00
ADMINISTRATIVE LEAVE/UNION	0.00	26,714.16	7,041.06
SOCIAL SECURITY & MED TAXES	37,388.53	320,326.02	281,819.43
TAXES/UNEMPLOYMENT/UNION	0.00	3,775.66	5,496.36
INDUSTRIAL INSURANCE	10,764.49	95,421.23	69,047.38
GROUP INSURANCE/UNION	35,511.96	393,445.50	359,463.70
STATE RETIREMENT	46,291.47	382,818.95	356,222.24



STATEMENT OF INCOME EXPENSE  
Roza Irrigation District  
For the Eleven PERIODS ENDING November 30, 2024

	CURRENT PERIOD	2024 YTD	2023 YTD
WA. PAID LEAVE	1,023.19	8,735.67	7,831.68
ANNUAL LEAVE/NON-UNION	14,701.24	124,103.11	103,868.82
SICK LEAVE/NON-UNION	2,834.08	28,047.86	14,281.65
HOLIDAY/NON-UNION	19,900.27	58,618.40	37,025.24
GROUP INS/NON-UNION	17,743.24	184,728.28	161,047.42
TRAVEL & MILEAGE/ADMIN & SUPV	18,072.60	132,165.81	134,205.58
TRAVEL & MILEAGE/DIRECTOR	1,068.47	8,739.72	5,873.76
TOTAL ADMIN & GENERAL EXPENSES	409,273.15	3,314,380.59	2,872,919.59
ACCOUNTING & LEGAL SERVICES	2,919.00	5,119.00	2,100.00
LEGAL	3,864.75	78,282.68	37,993.43
LEGAL/WATER RIGHTS	2,120.64	108,656.37	103,606.12
TOTAL LEGAL EXPENSES	8,904.39	192,058.05	143,699.55
INSURANCE/PROPERTY	3,625.80	40,164.16	28,775.83
INSURANCE/INJURY & DAMAGES	32,114.22	355,611.33	303,936.99
INSURANCE/DIRECTORS & OFFICERS	2,071.89	22,942.78	19,359.78
INSURANCE/OTHER	833.33	9,464.91	9,266.63
TOTAL INSURANCE EXPENSES	38,645.24	428,183.18	361,339.23
PHONE/877-3880	145.96	1,593.50	1,515.11
PHONE/973-2441	167.59	1,747.29	1,615.75
CELLULAR PHONES	0.00	43,577.50	37,368.45
TOTAL PHONE EXPENSES	313.55	46,918.29	40,499.31
A/P DISCOUNTS	(395.87)	(5,354.80)	(4,159.53)
GIS	0.00	2,997.31	2,741.81
MISC. TAXES	217.87	560.27	374.24
UTILITIES/OFFICE	802.38	9,142.41	9,054.98
WATER LEASES	0.00	3,675,481.11	0.00
ROZA-SVID BOJC	0.00	399,300.00	388,977.00
OFFICE EQUIPMENT	131.12	32,363.73	11,035.32
OFFICE EXPENSE	1,631.39	37,893.78	44,515.12
PUBLISHING	0.00	3,789.31	4,527.92
DUES & SUBSCRIPTIONS	0.00	44,581.06	44,515.20
BAD DEBT EXPENSE	0.00	878.50	0.00
TOTAL MISCELLANEOUS EXPENSES	2,386.89	4,201,632.68	501,582.06
DEPRECIATION/EQUIPMENT	25,218.34	282,594.41	280,116.86
DEPRECIATION/ECS	64,022.54	704,247.96	654,730.55
DEPRECIATION/WW5 REREG	51,486.13	566,347.43	566,347.43
TOTAL DEPRECIATION	140,727.01	1,553,189.80	1,501,194.84
TOTAL OF ALL EXPENSES	1,069,182.86	18,583,157.92	14,424,769.90

STATEMENT OF INCOME EXPENSE  
Roza Irrigation District  
For the Eleven PERIODS ENDING November 30, 2024

	CURRENT PERIOD	2024 YTD	2023 YTD
NET INCOME (LOSS)	(983,839.33)	1,531,191.62	921,747.46

## COMPARATIVE BALANCE SHEET

Roza Irrigation District

For the Eleven PERIODS ENDING November 30, 2024

	CURRENT PERIOD	PRIOR YEAR	DIFFERENCE
CASH IN BANK/CHECKING	217,617.76	27,271.61	190,346.15
CASH IN BANK/O & M	17,482,360.71	16,122,625.73	1,359,734.98
CASH IN BANK/CONST	307,201.56	324,875.13	(17,673.57)
CASH IN BANK/USBR RESERVE	0.00	288,000.00	(288,000.00)
PETTY CASH	100.00	100.00	0.00
TOTAL OF ALL CASH	18,007,280.03	16,762,872.47	1,244,407.56
ACCOUNTS RECEIVABLE	4,180.55	22,942.50	(18,761.95)
TOTAL CURRENT RECEIVABLES	4,180.55	22,942.50	(18,761.95)
ASSESSMENT RECEIVABLE/O & M	231,991.96	95,725.99	136,265.97
ASSESSMENT RECEIVABLE/CONST	879.97	1,208.58	(328.61)
ASSESSMENT RECEIVABLE/DELIQUENT INTEREST	22,065.84	15,949.16	6,116.68
ASSESSMENT RECEIVABLE/MISC BILLS	1,991.85	433.72	1,558.13
TOTAL ASSESSMENT RECEIVABLES	256,929.62	113,317.45	143,612.17
INVENTORY/GAS & OIL	19,464.55	1,064.44	18,400.11
INVENTORY/VEHICLE SHOP	133,412.42	88,157.45	45,254.97
INVENTORY/SUPPLIES	653,888.80	610,817.14	43,071.66
INVENTORY/EQUIPMENT PARTS	0.00	(15,270.59)	15,270.59
TOTAL INVENTORY	806,765.77	684,768.44	121,997.33
PREPAID SVID JOINT DRAINS	(20,452.95)	(3,412.50)	(17,040.45)
PREPAID COSTS/WARRANTYS	7,475.86	7,215.22	260.64
TOTAL PREPAIDS	(12,977.09)	3,802.72	(16,779.81)
TOTAL OF ALL CURRENT ASSETS	19,062,178.88	17,587,703.58	1,474,475.30
LAND & LAND RIGHTS	467,633.44	467,633.44	0.00
BUILDINGS	90,689.05	90,689.05	0.00
ENCLOSED CONDUIT SYSTEM	40,269,019.02	37,904,537.08	2,364,481.94
PUMP UPGRADES	619,008.10	580,422.09	38,586.01
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	8,469,504.09	8,309,754.17	159,749.92
MISC EQUIPMENT	1,204,405.61	1,182,761.17	21,644.44
OFFICE EQUIPMENT	104,622.86	115,681.38	(11,058.52)
COMPUTER SOFTWARE	44,813.41	44,813.41	0.00
TOTAL CAPITAL ASSETS	83,037,587.12	80,464,183.33	2,573,403.79

COMPARATIVE BALANCE SHEET  
Roza Irrigation District  
For the Eleven PERIODS ENDING November 30, 2024

	CURRENT PERIOD	PRIOR YEAR	DIFFERENCE
BUILDINGS/ACCUMULATED DEPRECIATION	(90,689.05)	(90,689.05)	0.00
ECS/ACCUMULATED DEPRECIATION	(12,709,453.87)	(11,909,672.29)	(799,781.58)
WW6 REREG/ACCUMULATED DEPRECIATION	(336,280.37)	(336,280.37)	0.00
WW7 REREG/ACCUMULATED DEPRECIATION	(409,719.97)	(381,817.16)	(27,902.81)
WW5 REREG/ACCUMULATED DEPRECIATION	(3,912,945.84)	(3,295,112.28)	(617,833.56)
EQUIPMENT/ACCUMULATED DEPRECIATION	(4,629,610.54)	(4,517,984.14)	(111,626.40)
MISC EQUIPMENT/ACCUMULATED DEPRECIATION	(977,742.62)	(889,157.12)	(88,585.50)
OFFICE EQUIPMENT/ACCUMULATED DEPRECIATION	(86,076.87)	(93,497.21)	7,420.34
COMPUTER SOFTWARE/ACCUMULATED DEPRECIATION	(44,630.07)	(36,817.92)	(7,812.15)
CAPITAL ASSETS ACCUM DEPRECIATION	(23,197,149.20)	(21,551,027.54)	(1,646,121.66)
USBR KACHESS OBLIGATION REC.	306,763.65	748,791.00	(442,027.35)
TOTAL CONST RECEIVABLE	306,763.65	748,791.00	(442,027.35)
NET PENSION ASSET	1,175,420.00	1,148,795.00	26,625.00
TOTAL NET PENSION ASSET	1,175,420.00	1,148,795.00	26,625.00
TOTAL OF ALL ASSETS	80,384,800.45	78,398,445.37	1,986,355.08
DEFERRED OUTFLOWS/PENSIONS	1,008,435.02	1,161,227.02	(152,792.00)
TOTAL DEFERRED OUTFLOWS/PENSIONS	1,008,435.02	1,161,227.02	(152,792.00)
TOTAL ASSETS AND DEFERRED OUTFLOWS	81,393,235.47	79,559,672.39	1,833,563.08
ACCOUNTS PAYABLE/EXPENSE	136,848.57	512,383.61	(375,535.04)
ACCOUNTS PAYABLE/USBR/KACHESS	43,758.00	603,503.00	(559,745.00)
TOTAL ACCOUNTS PAYABLE	180,606.57	1,115,886.61	(935,280.04)
ACCRUED WAGES PAYABLE	124,088.12	0.00	124,088.12
ACCRUED ANNUAL LEAVE PAYABLE	443,419.46	424,370.68	19,048.78
ACCRUED SICK LEAVE PAYABLE	606,037.89	576,482.78	29,555.11
ACCRUED SALES TAX PAYABLE	628.73	376.41	252.32
ACCRUED TAXES PAYABLE	179.30	147.86	31.44
FICA TAXES PAYABLE	25,374.61	0.00	25,374.61
ACCRUED IND INS PAYABLE	24,662.30	16,292.19	8,370.11
WITHHOLDING TAX PAYABLE	16,561.31	0.00	16,561.31
ACCRUED RET. DEDUC & MATCH	52,989.47	32,228.82	20,760.65
MISC PAYROLL DEDUCTIONS	12,310.77	6,318.00	5,992.77
ACCR WA PD LEAVE DEDUCT&MATCH	6,060.08	4,954.77	1,105.31
ACC WA CARES FUND	4,415.15	3,319.98	1,095.17

COMPARATIVE BALANCE SHEET  
Roza Irrigation District  
For the Eleven PERIODS ENDING November 30, 2024

	CURRENT PERIOD	PRIOR YEAR	DIFFERENCE
TOTAL ACCRUED EXPENSES	1,316,727.19	1,064,491.49	252,235.70
OVERPAYMENT	0.04	0.79	(0.75)
TOTAL PREPAIDS/DEPOSITS	0.04	0.79	(0.75)
CONTRACT PAY/USBR/KACHESS	263,005.65	145,288.00	117,717.65
TOTAL LONG TERM LIABILITIES	263,005.65	145,288.00	117,717.65
NET PENSION LIABILITY	506,470.00	663,236.00	(156,766.00)
TOTAL NET PENSION LIABILITY	506,470.00	663,236.00	(156,766.00)
TOTAL OF ALL LIABILITIES	2,266,809.45	2,988,902.89	(722,093.44)
DEFERRED INFLOWS/PENSIONS	663,451.00	1,210,702.00	(547,251.00)
TOTAL DEFERRED INFLOWS/PENSIONS	663,451.00	1,210,702.00	(547,251.00)
RESERVE/USBR - CONST OBLIG	0.00	288,000.00	(288,000.00)
TOTAL RESERVES	0.00	288,000.00	(288,000.00)
UNAPPROPRIATED SURPLUS	76,931,783.40	74,150,320.04	2,781,463.36
NET INCOME (LOSS)	1,531,191.62	921,747.46	609,444.16
TOTAL UNRESERVED	78,462,975.02	75,072,067.50	3,390,907.52
TOTAL EQUITY	78,462,975.02	75,360,067.50	3,102,907.52
TOTAL LIABILITY, EQUITY & DEFERRED INFLOWS	81,393,235.47	79,559,672.39	1,833,563.08

Roza Irrigation District  
VENDOR CHECK REGISTER REPORT  
Payables Management

Ranges: From:  
Check Number First  
Vendor ID First  
Vendor Name First

To:  
Last  
Last  
Last

From: To:  
Check Date 12/1/2024 12/31/2024  
Checkbook ID PRE-PAIDS PRE-PAIDS

Sorted By: Check Number

\* Voided Checks

Check Number	Vendor Check Name	Check Date	Amount
11-24	DEPARTMENT OF REVENUE	12/17/2024	\$171.05
12-24	U.S. BANK	12/17/2024	\$4,881.06
20-24	WASH STATE SUPPORT REGISTRY	12/6/2024	\$558.83
21-24	WASH STATE SUPPORT REGISTRY	12/20/2024	\$558.83
24-28	U.S. BANK/E.F.T.P.S.	12/6/2024	\$41,935.97
24-29	U.S. BANK/E.F.T.P.S.	12/18/2024	\$53.90
24-30	U.S. BANK/E.F.T.P.S.	12/20/2024	\$40,574.28
24-31	U.S. BANK/E.F.T.P.S.	12/31/2024	\$955.25
30-24	ROZA PAYROLL PAYABLE	12/6/2024	\$124,088.12
31-24	ROZA PAYROLL PAYABLE <i>Briones Pay-out</i>	12/18/2024	\$273.62
32-24	ROZA PAYROLL PAYABLE <i>#29693</i>	12/20/2024	\$113,128.50
71331	TIRE FACTORY	12/3/2024	\$7,372.08
71332	DEPARTMENT OF RETIREMENT	12/6/2024	\$3,851.91
71333	ROZA EMPLOYEE BENEFIT FUND	12/6/2024	\$90.00
71334	QUILL CORPORATION	12/4/2024	\$394.08
71335	U.S. CELLULAR	12/4/2024	\$3,559.88
71336	CENTURYLINK	12/9/2024	\$21.01
71337	CITIES INSURANCE ASSOCIATION	12/9/2024	\$675,950.58
71338	CITIES INSURANCE ASSOCIATION	12/9/2024	\$2,847.13
71339	U.S. BUREAU OF RECLAMATION	12/9/2024	\$578,000.00
71340	U.S. BUREAU OF RECLAMATION	12/9/2024	\$556,675.00
71420	NOE GUZMAN/C&C JANITORIAL	12/12/2024	\$385.00
71421	WAYNE SONNICHSEN	12/12/2024	\$48.04
71422	BRANDCRAFT MEDIA, LLC	12/12/2024	\$199.00
71423	YAKIMA COUNTY G.I.S.	12/12/2024	\$231.74
71424	YAKIMA HERALD-REPUBLIC	12/12/2024	\$234.60
71425	HLA ENGINEERING AND LAND SURVE	12/12/2024	\$7,157.67
71426	PACIFIC POWER & LIGHT CO.	12/12/2024	\$2,510.03
71427	NC MACHINERY CO.	12/12/2024	\$4,144.74
71428	NW LABORERS TRUST FUND	12/12/2024	\$60,916.00
71429	DEPARTMENT OF RETIREMENT	12/12/2024	\$52,989.47
71430	AT&T MOBILITY	12/12/2024	\$154.65
71431	WASHINGTON STATE DEPT. OF AG	12/12/2024	\$1,650.00
71432	CNA SURETY	12/12/2024	\$100.00
71433	HUB INTERNATIONAL NORTHWEST LL	12/17/2024	\$10,000.00
71434	CO-ENERGY	12/17/2024	\$12,795.62
71435	STATE AUDITOR'S OFFICE	12/17/2024	\$18,225.18
71436	PACIFIC POWER & LIGHT CO.	12/17/2024	\$16.86
71437	KRISTEL ESPINOZA	12/17/2024	\$14.41
71438	SAGE PARK	12/17/2024	\$150.08
71439	CENTURYLINK	12/17/2024	\$172.28
71440	McCLATCHY COMPANY, LLC	12/17/2024	\$209.59
71441	QUILL CORPORATION	12/17/2024	\$264.26
71442	CENTURYLINK	12/17/2024	\$74.41
71443	AT&T MOBILITY	12/17/2024	\$154.65
71444	CASCADE NATURAL GAS CO.	12/18/2024	\$2,258.49
71445	ASM AFFILIATES	12/19/2024	\$8,543.76
71446	DEPARTMENT OF RETIREMENT	12/20/2024	\$3,725.00
71447	ROZA EMPLOYEE BENEFIT FUND	12/20/2024	\$88.00
71448	AFLAC	12/20/2024	\$554.06
71449	LABORER'S LOCAL UNION 348	12/20/2024	\$2,280.00
71449	AFLAC	12/20/2024	\$554.06
71450	SYMETRA LIFE INSURANCE CO.	12/19/2024	\$518.74
71451	JACOBS ENGINEERING GROUP, INC	12/19/2024	\$7,842.22
71452	U.S. CELLULAR	12/19/2024	\$3,481.42
71453	NOE GUZMAN/C&C JANITORIAL	12/30/2024	\$385.00



\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
71454		JODY WILLIAMS	12/30/2024			\$19.23
71455		CENTRAL CHAIN & TRANSMISSION	12/30/2024			\$99.01
71456		CRYSTAL SPRINGS	12/30/2024			\$122.34
71457		PAPE MACHINERY	12/30/2024			\$16,534.80
71458		KYLE UNDERWOOD	12/31/2024			\$75.00
71459		IRON MOUNTAIN	12/31/2024			\$79.22
71460		QUILL CORPORATION	12/31/2024			\$335.55
71461		PACIFIC POWER & LIGHT CO.	12/31/2024			\$608.95
71462		DEPARTMENT OF REVENUE	12/31/2024			\$232.45
71463		KELLEY CREATE	12/31/2024			\$912.62
71464		U.S. CELLULAR	12/31/2024			\$78.47
71465		PITNEY BOWES GLOBAL FINANCIAL	12/31/2024			\$124.29
Total Checks: 68						Total Amount of Checks: \$2,377,483.33
						=====

**ROZA IRRIGATION DISTRICT**  
**BANK RECONCILIATION**  
**November 30, 2024**

**BANK**

Checking	\$	266,227.44	WS
Savings	\$	491.88	WS
Mia Inv.		\$106.88	WS
Lgip	\$	17,788,963.51	WS

Bank Balance:	\$	-
Less Outstanding Checks:	\$	48,609.68

**BALANCE** \$ 18,007,180.03

**BOOK**

Checking	\$	217,617.76
Savings		
Expense	\$	17,482,360.71
Construction	\$	307,201.56
Farm Loan 1%	\$	-
Memo	\$	-
Reserve	\$	-

Total Savings:	\$	17,789,562.27
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Less: NSF Check		0.00
Less: Bank Error	\$	-
Add: Bank Error		

**BALANCE** \$ 18,007,180.03



# Item #2

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STATE OF WASHINGTON) (SS  
COUNTY OF YAKIMA )

Ric Valicoff

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

(SEAL)

STATE OF WASHINGTON) (SS  
COUNTY OF YAKIMA )

Jim Willard

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

(SEAL)

# Item #3

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To: Board of Directors

From: Scott Revell, District Manager

Date: January 7, 2025

Re: 2025 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 2025.

# Item #4

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To: Board of Directors  
From: Scott Revell, District Manager  
Date: January 7, 2025  
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.

## **BYLAWS**

**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.



## RCW 87.03.115

### 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 electric facilities authorized by RCW 87.03.015 or 87.03.0155 on such terms and conditions as the board of directors shall determine. No water shall be furnished for use outside of said district until all demands and requirements for water for use in

said district are furnished and supplied by said district. As soon as any public lands situated within the limits of the district shall be acquired by any private person, or held under any title of private ownership, the owner thereof shall be entitled to receive his or her proportion of water as in case of other land owners, upon payment by him or her of such sums as shall be determined by the board, and at the time to be fixed by the board, which sums shall be such equitable amount as such lands should pay having regard to placing said lands on the basis of equality with other lands in the district as to benefits received, and giving credit if equitable for any sums paid as water rent by the occupant of said lands prior to the vesting of private ownership, and such lands shall also become subject to all taxes and assessments of the district thereafter imposed.

[ 2017 c 63 s 3; 2013 c 23 s 492; 1983 c 262 s 1; 1979 ex.s. c 185 s 3; 1921 c 129 s 5; 1919 c 180 s 4; 1915 c 179 s 4; 1913 c 165 s 5; 1889-90 p 677 s 11; RRS s 7428. Formerly RCW 87.01.200 and 87.32.010, part.]

## NOTES:

**\*Reviser's note:** "This act" first appears in 1921 c 129 s 5.

**Effective date—Severability—1979 ex.s. c 185:** See notes following RCW 87.03.013.

*Director divisions:* Chapter 87.04 RCW.

# Item #5

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To: Board of Directors  
From: Scott Revell, District Manager *Scott*  
Date: January 7, 2025  
Re: Delegation Authority Re-Adoption

**Attachment**

1. Resolution No. 5-2014

**Background**

Attached is the District's 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.



## **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,

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. 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).



(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.

- 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**



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 7, 2025  
Re: 2025 Water Supply Update

### 2025 Water Supply Update

✓ Water storage:

Reservoir storage status on January 3, 2025 Capacity (Ac. Ft)

Keechelus	18%	157,800
Kachess	22%	239,000
Cle Elum	11%	436,900
Bumping	21%	33,960
Rimrock	18%	198,000
Total	16% of capacity	1,065,400

- ✓ Water in storage is **34% of average**. Cle Elum Reservoir will need to see about 120% of average precipitation in order to completely refill.
- ✓ Precipitation for the water year is **85% of average** to date. The 2025 water year began on October 1, 2024.
- ✓ Snowpack is **126% of average** in the upper Yakima River mainstem basin and **125% of average** in the Naches River basin.
- ✓ The next River Operations meeting will occur on January 10<sup>th</sup>.
- ✓ The first 2025 water supply forecast will occur on Thursday March 6<sup>th</sup>.

# Item #7

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To: Roza Board Members

From: Sage Park, Policy Director

Date: January 7, 2025

RE: Yakima Training Center & Pump 1 Lateral Canals

**Background:** Both the Pump 1 Low and Pump 1 High lateral canals cross the Yakima Training Center. The canals were constructed prior to establishment of the Yakima Training Center.

On December 18, 2024, staff had a call with Army representatives to discuss the on base canals. The Army would prefer to move the canals off base and asked us to provide them with cost estimates of the movement. They also asked us if we were willing to enter into an interagency agreement in order for Roza to receive funds to reroute the canals off base. There is funding available this year, so we will need to move quickly to get the estimates to them and develop the interagency agreement. The Army would prefer Roza do the work off base with contractors if necessary.

**Action Needed:** Authorization to enter into an interagency agreement with the United States Army to move the Pump 1 High and Low canals off-base.

# Item #8

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To: Board of Directors

From: Scott Revell, District Manager

Date: January 7, 2025

Re: 2025 O&M Budget

**Attachment**

1. Draft 2025 O&M Budget dated 1/3/25

**Overview**

Significantly increased expenses for USBR O&M, equipment, insurance, and labor are expected and are built into the 2025 budget.

The draft budget is based on an O&M assessment of \$207/ac. which is an increase of \$5/ac. and provides for:

- \$181.12 for the base assessment;
- \$6.94/ac. for Water Supply Development (\$500,000), which is no increase;
- \$18.94/ac. for Capital Rehabilitation of aging infrastructure (\$1,373,150), which is \$1/acre increase-see attachments 1, 2 & 3

Pages 2 & 3 are a summary of the changes. A list of the income and expense line items are explained in more detail on pages 4 to 19.

Pages 20 & 21 are a list of issues on the horizon in 2026 and beyond, as well as items which are not included in the budget.

**Projected changes in non-assessment income in 2025 (w/out grants)**

Item	Projected change	Line Item	Notes
Interest	+ \$ 50,000	Interest	
Misc.	- \$ 16,700	Misc.	Increases with the assessment/ac. & a reduction in surplus equip. proceeds and a reduction of \$30K for flowmeter installations due to delayed Pump 3 Low ECS project and THID billing adjustment
<b>Total</b>	<b>+\$ 33,300</b>		Non-assessment income only

**2025 Expense Decreases**

Item	Change	Notes
Main Canal	-\$453,200	Drought in 2024 resulted in less chemical usage due to lower flows which resulted in higher chemical carryover and lower costs in 2025. Main Canal costs will be \$175.5K less in 2025.  Temporary positions eliminated (\$184.5K)  Moves a position to Pumps line for Pump Mechanic \$93.2K
Laterals	-\$ 19,500	Drought in 2024 resulted in less chemical usage due to lower flows which resulted in higher chemical carryover resulting in lower costs in lateral canals in 2025. Laterals are 10% of chemical usage.
Drains	-\$ 7,492	DID #11 due to assumed credits of \$8K
Pumps	-\$ 15,000	Power pole cross arm repairs. Now incorporated into USBR's O&M estimate.
Water management	-\$ 20,000	One time expense in 2024 Ditchrider replacement tablets.
Vehicles	-\$ 98,200	Fewer vehicles replaced
Equipment	-\$ 97,000	Elimination of carryforward toward grader in 2026
Capital	<u>-\$195,850</u>	Reduction due to no pressure project in 2025 to balance budget
<b>Total</b>	<b>-\$906,242</b>	<b>2025 projected expense decreases</b>

## 2025 Expense Increases

Item	Change	Notes
Main Canal	+\$ 17,000	Funds two PLC and motor controllers per year & \$1K for water level sensor replacement & increased portable toilet service fees
Pumps	+\$ 93,200	Moves a position to Pumps line for Pump Mechanic (no net added position)
Health and Safety	+\$ 58,000	2nd half of the Safety Coordinator position due to SVID hiring a full-time safety coordinator & no longer splitting the cost with SVID through RSBOJC
USBR O&M	+\$ 463,600	Projection from USBR due to increased O&M work on the Yakima Project caused by filling vacancies. Net change after \$174.4K credit from 2024 applied to 2025 estimate.
Admin (union wages)	+\$ 100,000	Admin-placeholder union wage increases effective 1/1/24. Could change due to contract negotiations.
Admin (Wages/Benefits)	+\$ 55,500	Admin line items. Wage increases for non-union employee effective 1/1/24 & health care increases (w/ union staff) will add \$10.5K/yr
Insurance	+\$ 45,245	Liability premium increase (+\$93K in 2024 and +\$89K in 2023)
RSBOJC	+\$ 397	Net increase to Roza in 2025
Misc	+\$ 800	Family Farm Alliance dues increase
Capital	+\$ 72,500	Additional capital improvements per the approved plan
<b>Total</b>	<b>+\$ 906,242</b>	<b>2025 projected expense increases</b>

1. **Assessments O & M-** Assessment income includes carryover from the prior year. There are 72,516.16 assessed acres in 2025. The assessment of \$207/ac. in 2025 includes:

- \$18.94/ac for capital rehabilitation, and
- \$6.94/ac for Water Supply Development.

Assessment income increases by \$72,516 with each \$1/acre increase. Assessment income does not include roughly \$101,223 in income from the U.S. Department of Defense for water delivery to the Yakima Training Center (See Miscellaneous income section below).

Note that budgets prior to 2022 used 72,000 acres for budgeting purposes.



2. **USBR**-Payments by USBR to Roza for reimbursable contract work on non-Roza USBR facilities such as the Wapato or Chandler canals. Assumed to be \$0 in 2025.
3. **Interest**-Interest from bank accounts and investments. Includes interest paid on delinquent accounts. Interest income is assumed to be \$900,000 in 2025 due to increased return rates, which is an increase of \$50,000.

Staff's approach is to budget interest conservatively and use additional reserves if necessary (with Board approval), so as to avoid overly optimistic income forecasts and be short on revenue if interest rates decline and cause offsetting cuts or use of reserves.

2024 Interest was projected at \$850,000.

Interest income in recent years:

2023	\$924,000
2022	\$286,000
2021	\$ 32,000
2020	\$111,000

Interest income increases in recent years have equaled roughly \$10/acre on the assessment which did not occur.

4. **Rentals**- \$6,000 in income from rental of the two occupied ditch rider houses at Pump 13 and Wasteway #3.
5. **Miscellaneous**- All other revenue not captured elsewhere. Including:
  - Repair reimbursements for damage to Roza facilities by landowners (estimated at \$75,000),
  - Payments by the U.S. Army for irrigation service to 489 acres on the Yakima Training Center (\$101,223 +/- and a net increase of \$2,445)
  - Terrace Heights Irrigation District O&M payment income (\$110,000), which is an increase of \$17,000 to more accurately reflect the amount billed, which has been based on the standard Roza assessment less the water supply development portion. It could increase with THID specific cost tracking.
  - Surplus equipment/vehicles proceeds of \$80,000 (a decrease of \$5K vs. 2024).

- Flowmeters installed as part of the pressure projects is projected at \$0 due to the Pump 3 Low ECS project being delayed (typically around \$30,000+/-) this amount varies annually. This is a reduction of \$30,000 and will return in 2026 when Pump 3 Low is completed.
- Late fees, which are minimal.

Miscellaneous income is projected to total \$367,200, which is a decrease of \$16,700 in 2025.

6. **Tier II Water**-Income from the sale of Tier II water. The budget will assume the first \$500,000 of revenue from Tier II water in 2025 will be directed to the Water Supply Development fund (see also Expense section #20 on page 17 below) unless otherwise directed by the Board.

Tier II water income in excess of \$500,000 goes to the undesignated operating reserves unless otherwise directed by the Board.

7. **Other Unbudgeted**-Grant income is assumed to be \$0 in 2025, although the District will be applying for a series of other grants in 2025.

BPA efficiency incentive grant funds will not be received in 2025 due to the Pump 3 Low ECS project being completed in 2026.

This line item has a net reduction of \$540,000 due to a one time \$500,000 grant through Yakima County and no BPA efficiency grant in 2025.

8. **Reserves**-The 2025 budget is built using money from the reserves, as follows:
  - \$12,000 from the Drought Fund to pay for replacing emergency floats at pump stations.
  - \$174,400 USBR O&M credit which reduced the 2024 payment (See pg.13)
  - \$328,943 to balance the 2025 budget

\$515,343 Total from reserves in 2025

See also Section #21 below.

The reserves increased by \$355,079 in 2024 due to underspending which resulted from 2023 credits applied to the USBR power and O&M bill.

The Drought Fund balance was \$4,049,214 as of the end of October 2024, before reimbursement by the department of Ecology. The Drought Fund balance was \$4,049,214 as of the end of October 2024.

No O&M assessment dollars have been budgeted to build operating reserves or the drought fund in 2025, although reserves build when line items are underspent. If the Board is interested in funding the drought fund further through the assessment, the following has been prepared for comparison:

\$3/acre =	\$217,551/yr.	(\$1,087,755 over 5 years)
\$5/acre =	\$362,585/yr.	(\$1,812,925 over 5 years)
\$8/acre =	\$580,136/yr.	(\$2,900,680 over 5 years)
\$10/acre =	\$725,170/yr.	(\$3,625,850 over 5 years)

### **Expense Line Items**

1. **Main Canal**-Mowing, embankment repairs, check structures, lining, lining drain maintenance, terrestrial and aquatic weed control, concrete sealing, repair and replacement, three re-regulation reservoirs, and O&M along two sides of 95 miles of Main canal, labor, equipment/vehicles, materials, mileage (but not fuel).

Wasteway operation and maintenance labor and equipment, including:

- All chemical purchase costs (aquatic and terrestrial) are projected at \$278,000, of which:
  - ✓ Cascade
  - ✓ Acrolein
  - ✓ Teton
  - ✓ Liquid copper
  - ✓ Copper sulfate
  - ✓ Re-reg reservoir treatments
  - ✓ Terrestrial chemicals
  - ✓ Red & blue dye
  - ✓ Ancillary equipment and supplies

Total chemical purchases are projected to decrease by \$195,000 due to larger carryover inventories which resulted from reduced chemical usage during the 2024 drought. Each season has a different amount of carryover chemicals unused from the prior year.



The 2025 costs are estimates based on new pricing with early purchase discounts through the Northwest Irrigation Operators purchasing pool to obtain better pricing through bulk discounts.

These are the chemical purchase costs only, and include dye, but do not include equipment, labor, fuel and lab analysis of samples. Ancillary equipment includes repairs to the chemical pumps, trailers and miscellaneous chemical application equipment.

- Roughly 90% of aquatic and terrestrial chemical costs (\$250,200) are assigned to the Main Canal, which is a decrease of \$175,500 in this line item due to the updated proportion of chemical expenses assigned to the Main Canal. Chemicals used in the re-regulation reservoirs are included in the Main Canal line item.

Approximately 9% of the herbicide expenses are for terrestrial weed control.

- The temporary employees have been eliminated as a result of an eligibility ruling by the State Department of Retirement Services, which represents a decrease of \$184,500.
- The Main Canal line item also includes the following items:
  - ✓ Canal geo-liner purchase-one roll (\$7K/yr.) for lateral leaks, undershot exit headwalls and repair of existing liner. Liner is typically purchased in multi-roll orders every few years to save on freight costs.
  - ✓ Grouting materials expenses (\$34K/yr.) The amount can vary widely based on grout machine down time and the size of the voids being filled & crew availability, but peaks at approximately \$34K/yr. +/-
  - ✓ Concrete panel repairs (\$35K/yr.)
  - ✓ \$25K/yr. for tree trimming/removal using contractors along the canals.
  - ✓ \$75K/yr. is included to purchase crushed rock for canal O&M roads & miscellaneous use (e.g., flowmeter pads, etc.).
- \$75,000 for fuel was added to the Main Canal line item in 2022, that allocation was moved to the Equipment-Building line item plus an additional \$75,000 in 2023, then reduced \$50,000 in 2024, and is unchanged in 2025.

- The maintenance crew will consist of 42 full time positions. See the table on page 19.
- \$93,200 the cost (wages & benefits) was moved to the Pumps line item in 2025 for the Pump Mechanic, has been added in 2025. An equivalent increase in the Pumps line item occurred. There was no net change to the size of the maintenance crew an open maintenance position was filled as a Pump Mechanic.
- \$14,000 has been added for two Main Canal PLC and motor controllers per year going forward.
- \$1,000 for water level sensor replacement, which will occur annually.
- A \$2,000 increase in the cost of servicing the portable toilets to \$8,000.
- Includes \$225,000 towards the 2025-2026 winter work program.

2. **Lateral Canals-** Includes: mowing, embankment repairs, terrestrial and aquatic weed control, labor, equipment/vehicles, and materials for 37.5 miles of open ditches and 352.2 miles of piped laterals.

Roughly 10% of chemical costs are assigned to the lateral canals, which equates to about \$27,800 in 2025, which is down \$19,500 from \$47,300 in 2024.

Note that prior to 2024 the total chemical usage on lateral canals was assumed to be 30% of total chemical expenditures.

3. **Drains-** The network of drains is nearly as extensive as the network of canals. This line item includes:

- Joint Drains (\$306,238). There are 30 joint drains and three wasteways whose O&M costs are shared with SVID. Joint Drains costs are projected to remain unchanged in 2025. Joint Drains are administered by SVID (and charges 15% for overhead), and Roza is billed one time per year in January. SVID has a drain crew of nine people.

Joint Drains have a separate budget which lists projected expenses for each drain, and will be reviewed by the Board in November 2024.



- Drainage Improvement District (DID) #11 is the lower Moxee A drain and five smaller tributary drains and had been budgeted at \$62,000 in 2023. DID #11 expenses can vary widely. Roza is required under a 1960 contract with DID #11 and Yakima County to pay 60% of the maintenance costs for a 7.33 mile portion of the Moxee A drain and a series of other five drains in the Moxee area.

DID #11 is no longer operated by Yakima County, but instead by the DID #11's own staff and Roza is billed twice a year. DID #11 expenses have increased markedly in recent years and staff has been scrutinizing these expenses with the DID #11 Board of Directors.

Roza expended \$6K to \$10K in 2024 labor and equipment to perform maintenance work in DID #11 drains and can do so again in 2025.

The Roza Board accepted the DID #11 2025 budget proposal in September, which included a Roza portion of \$81,470. Assuming \$8,000 in credits for work done by Roza in 2024 on Drains B and D, which equates to a net Roza share of \$73,470 in 2025.

Roza is continuing to propose undertaking more of the DID #11 work in order to reduce costs.

	2024	2025
Roza's share of DID # 11 expenses	\$81,254	\$81,470
Roza budgeted amount	\$80,962 (no credits assumed)	\$73,470 (assumes \$8K in credits)

- Roza labor, equipment and fuel expenses related to operating and maintaining Roza drains. Expenses to maintain Roza drains can vary widely and increased drain expenses are typically offset with reduced Main Canal or lateral canal maintenance expense reductions, and are projected at \$15,000 for budgeting purposes.

The various types of Roza drains includes:

- ✓ Lining drains (through the Main Canal floor in concrete lined sections);
- ✓ Undershot drains (draining land uphill of the Main Canal under the canal);
- ✓ Toe drains (drain to collect seepage at the toe of the canal slope);
- ✓ Overshot drains (into the Main Canal from upland areas); and
- ✓ Pickup drains (on-farm runoff conveyed via a swale following the lay of the land to a larger drain).

The total net drain expenses, for all types of drains is expected to increase by at least \$7,492 due to DID #11 expenses (w/ \$8K net credits for work performed by Roza).

4. **Pumps**-Maintenance, operation, repair and replacement of Roza's fifty-seven 1940s era pumps at the eighteen pumping plants which supply water to 27,000 acres served by the pump lateral canals, and includes intake screen expenses as well as wages and benefits for the District's two Pump Mechanics and the Lead Pump Mechanic, mileage (but not fuel), tools and parts. Non-capital expenses in this line item fluctuate but have ranged from \$360,000 to \$380,000 over recent years when there were two Pump Mechanics.

This line item includes:

- \$75,000 for pump motor reconditioning and rewinds. This amount assumes \$25,000 for five pump reconditions and \$50,000 for two rewinds (at \$25K per unit +/- typically). These expenses can vary by season, and are time sensitive to get the work done before the irrigation season begins.
- \$93,200 for the cost (wages & benefits) for the Pump Mechanic, which was added in 2025. An equivalent reduction in the Main Canal line item occurred.

\$15,000 was moved in the 2025 budget from the Pumps line item to the USBR O&M line item to reflect the power pole cross arm repairs costs being incorporated into the USBR's O&M estimate.

The total net increase in the Pumps line is an increase of \$78,200 for a total of \$468,200 in 2025.

5. **Safety-Drug testing-** Safety training costs, canal safety education, and drug tests. Staff wages during safety training and personal protective equipment.

This line item increases by \$58,000 due to SVID no longer covering half of the cost through RSBOJC due to having hired their own full time Safety Coordinator.

6. **Pressure Projects-**Pausing the piping program allows the \$2,500,000 normally budgeted in this line item to be moved to the capital improvements line to be allocated to the Wasteway 6 Re-regulation reservoir expansion project or another project).

7. **Reimbursables-** Includes:

- ✓ Contract work for USBR by Roza crews on non-Roza facilities,
- ✓ Repairs for damage done by land owners,
- ✓ Cooperative piping (Roza installed land owner purchased pipe)
- ✓ Flow meter replacement/relocations, etc. (E.g., 6005 jobs).

The 2025 budget assumes no USBR related expenses. Reimbursables can vary widely, and are projected at \$75,000.

8. **Equipment-Buildings-** Equipment & vehicle repair (parts and labor), fuel, facilities and grounds maintenance, and operation for all Roza facilities, shop expenses (parts and labor), miscellaneous tools and equipment and equipment operating expenses of \$388,800. Included are:

- \$60,000 is included for major equipment & vehicle repairs and building repairs, which is no change.
- \$15,000 has been included for small tools (no change).
- \$6,800 in new subscription repair manual costs for equipment and vehicles (no change).

The District typically incurs \$50,000 to \$60,000 in tire purchases, tire repairs and wheel alignments annually which are included in this line item.

The 2025 budget does not include funds to rebuild the Warehouse roof (\$275,000).

9. **Water Management** –Wages and benefits for thirteen Ditchriders and four relief riders to cover vacations/sick days during the water season and vehicles and related expenses. 2025 wage increases are captured in the Administration line



item. Relief Ditchriders come from the maintenance crew when a Ditchrider is ill, on leave, or at training.

This line item includes Ditchrider overtime for weekends and holidays which totals approximately \$55,000, which is approximately a \$19,000 savings over prior years beginning in 2023 due to scheduling efficiencies (2 employees on weekends and holidays instead of 3).

This line item is reduced \$20,000 in 2025 to reflect a non-recurring increase in 2024 to replace the Ditchrider's tablets.

10. **USBR O&M and Power**-Roza has contracts with USBR for operations and maintenance of the five reservoirs, and for delivery of electric power for Roza's eighteen pumping plants.

Both the O&M and power costs are billed by USBR to Roza in two installments each year (June and December). The first 2025 installments were paid in early December 2024.

Estimates from USBR

	2019 initial est. from USBR	2020 budget w/ 2019 O&M credits	2021 initial estimate from USBR	2022 initial estimate from USBR	2023 initial estimate from USBR	2024 initial estimate from USBR (w/ 2023 credits applied)	2025 initial estimate from USBR (w/ 2024 credits applied)
Power	\$886,691	\$886,691	\$886,691	\$1,126,000	\$1,113,350	\$1,113,350	\$1,113,350
O&M	\$1,027,000	\$727,044	\$1,067,000	\$ 991,000	\$1,121,000	\$ 518,000	\$ 981,600
Total	\$1,913,691	\$1,613,735	\$1,953,691	\$2,117,000	\$2,234,350	\$1,631,350	\$2,094,950

**USBR Power**

This is the cost of power to pump irrigation water to the lateral canals which irrigate 27,000 acres above the Main Canal which are served by the 18 pump stations and to pump water into the WW5 re-regulation reservoir.

- The 2025 power estimate of \$1,126,000 was given to Roza in September 2024, and represents no change.
- There was a credit of \$180,679 from 2023 applied to the 2024 charges, resulting in an equivalent increase in the reserves in 2024 due to underspending.
- 2025 power expenses are paid 50% in December 2024 and 50% in June 2025. When there are credits, they are applied to the June (2<sup>nd</sup>) payment.
- Power expenses are spread out over all 72,516 assessed acres pursuant to a 1953 vote of the water users which approved the repayment contract with USBR.

#### **USBR O&M**

- Preliminary estimates from USBR in September were that O&M charges would increase by \$638,000 in 2025, due to filling numerous vacant positions at USBR.

Roza was notified in March of 2024 that there was a credit of \$174,400 from 2023 which would be applied to the 2024 charges, resulting in an equivalent increase in the reserves in 2024 due to equivalent underspending. Applying this amount toward the projected 2025 O&M expenses will make the net increase to the District \$463,600 in 2025.

- 50% of 2025 O&M expenses (\$578,000) will be prepaid in December 2024. 50% is paid in June, and when there are credits, they come off the June (2<sup>nd</sup>) payment.
- The USBR O&M includes:
  - ✓ Roza's proportionate share of USBR's Yakima Project storage system.
  - ✓ Roza's proportionate share of O&M for Roza dam, the first 11 miles of the Main Canal (which are the "reserved works") and wasteway O&M.

- The irrigation districts pay 50% of the USBR's Yakima Project O&M costs and Roza's portion is based on its percentage of the total water diversions.

For example, if Roza accounts for 22% of the water diverted in the Yakima Project, Roza is charged 22% of the 50% of O&M costs that the irrigation districts pay.

- The 2025 estimate includes \$15,000 for power pole cross arm repair and replacement by USBR along the 34.5 KV line which supplies power to the pump stations.

The power poles support the wires which supply power to the 18 pumping stations which provide water to 27,000 acres of land served by the pump lateral canals. These funds were in the Pumps line item in 2024.

#### 11. **Administration-General Expense-**

- Non-union wages, salaries and benefits (15 positions) not captured in the line items above.
- The budget includes a COLA for non-union employees in 2025 effective on January 1, which equates to \$40,000.
- Health insurance for all Roza employees are projected to increase by \$10,500;
- Board expenses (meeting fees, training and travel);
- Staff travel and training;
- Expenses related to State audits;
- Union wage increases;
- \$5,000 for scheduled computer upgrades.

The total increase in this line item is \$155,500.

12. **Legal-** The District uses two law firms. Brian Iller is the District's general counsel and Cascadia Law handles environmental issues.



Outside counsel is hired on occasion when specialty expertise is required, and in some cases is paid from separate line items. Expenses can vary widely based on the complexity of the issues encountered during the year.

Expenses have ranged from \$60,000 to \$80,000 in recent years, not including litigation defense, water supply development and environmental issues.

13. **Insurance-** Liability insurance for the District's properties and operations. The premium will increase by \$45,245. Total expenses for insurance in 2025 are projected to increase significantly based on current coverage levels (which includes fleet additions during 2025), and which also includes the broker fee to HUB, International which remains unchanged at \$10,000. Both are paid in December of the year prior and are expensed monthly.

The District's policy includes \$10M in coverage plus \$10M in additional coverage called "excess coverage" (e.g. in excess of the baseline). The premium for the "excess" coverage has been increasing significantly. Insurance premiums continue to increase, particularly for the last \$5M in liability coverage that is in excess of the \$10M base coverage

The additional \$10M of excess insurance coverage had gone from roughly \$7,500 ten years ago to over \$62,000 in 2023 due in part to Coronavirus related risks and to the ever-increasing litigiousness environment. Insurance premiums are being driven upward by the number of claims reaching the excess coverage layer, large judgments awarded by juries, higher settlements as a result, and defense of COVID related claims.

The District's deductible is \$10,000 and the budget does not include funds for paying deductibles. Two full deductibles were paid in 2019, none in 2020-2022 & 2024 and one in 2023 (for a pickup fire). Claim payouts typically range between \$6,000 to \$12,000 per year and are not budgeted.

The District has examined increasing the deductible to \$25,000, \$50,000, or \$100,000 and more in order to reduce premiums. The premium reductions were not significant and did not justify the higher deductibles, and one incident could more than offset the premium savings.

The District is in the Cities Insurance of Washington Pool, which allows water districts and sewer districts to join. School districts are in a separate pool for risk rating, because they have different risk profiles.

The insurance policy runs from December 1<sup>st</sup> to November 30<sup>th</sup> each year. The District's insurance broker shops the coverage package with other carriers annually.

Roza's insurance follows the Districts vehicles & equipment regardless of who is operating them. Insurance expenses can vary during the year because when new vehicles and equipment are added to the fleet the insurance for them is added to the policy and when surplus vehicles and equipment are sold the District gets a small credit.

14. **Phones-** \$51,700 in cell phone & tablet charges in 2025, plus \$2,700 for landlines and Wi-Fi for the Upper End and Lower End offices are included in this line item. This line item is unchanged.

- Landlines for the Roza headquarters in Sunnyside are budgeted through RSBOJC due to the shared computer/phone system.
- Cellular SCADA data transmission is budgeted in the Main Canal line item.

15. **RSBOJC-** RSBOJC expenses (water quality, shared phones/network expenses). Total RSBOJC expenses are projected to decrease by \$34,206 and Roza's share will remain nearly unchanged.

	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>Change</b>
Roza	\$270,436	\$399,683	\$338,166	\$388,977	\$399,300	\$399,697	+\$397
SVID	\$270,436	\$399,683	\$338,166	\$388,977	\$399,300	\$399,697	+\$397
RSBOJC Reserves	\$400,000	\$ 50,000	\$150,000	\$100,000	\$85,000	\$ 50,000	-\$35,000
Total Budget	\$940,872	\$849,366	\$826,332	\$877,954	\$883,600	\$849,394	-\$34,206

RSBOJC is administered by SVID and annual expenses are paid in January and are expensed monthly. RSBOJC reserves are projected to be \$145,984 at the end of 2025.

Use of RSBOJC reserves is proposed to be \$35,000 less than 2024.



16. **Miscellaneous**-Dues and subscriptions, office building utilities, computers, office equipment and supplies, publishing, miscellaneous taxes and bad debt.

Major association dues are unchanged in 2025 (unless noted). All dues are paid in the first quarter of the year. Dues include:

- \$43,000 Yakima Basin Joint Board (unchanged)
- \$39,900 Yakima River Basin Irrigation Legal Coalition (unchanged)
- \$28,900 Washington State Water Resources Association (\$6,900 of which is the legislative portion which includes NWRA dues and the association's lobbyist in Olympia) (unchanged to date but under consideration)
- \$9,500 Family Farm Alliance +\$800 (\$0.132/acre-up 10%)
- \$100 Northwest Irrigation Operators dues, which includes the herbicide purchasing pool (unchanged)

This line item had been combined with RSBOJC expenses prior to 2015.

17. **Equipment Purchase**- \$268,000 is budgeted in 2025 compared to \$365,000 in 2024. A dump truck (\$261,000 w/ tax) and a replacement mower rotor (\$7,000) will be purchased.

The District had been budgeting roughly \$300,000 on average for equipment replacement in recent years.

2023	\$ 0
2022	\$103,500
2021	\$ 79,000
2020	\$300,000
2019	\$330,000
2018	\$652,000
2017	\$300,000

The 2024 budget also included \$75,000 towards the grader in 2026. A GPS equipped grader will cost \$485,000 with tax in 2024 dollars.

Note that separate approvals by the Board outside of the budget have funded other equipment purchases.

Equipment is typically purchased through a purchasing pool to obtain the best pricing. Lead times are often 6 to 18 months. \$300,000 in 2017 equates to \$390,000 in 2024.

18. **Vehicle Purchase-** The following are scheduled for purchase in 2025: two ditchrider trucks, one supervisor pickup for a total \$145,000, which is a reduction of \$98,200. The manager's vehicle was scheduled for replacement but has been deferred for a year.

Prior years were budgeted as follows:

2023	\$155,000
2022	\$0
2021	\$150,000
2020	\$230,000
2019	\$230,000
2018	\$230,000
2017	\$230,000

\$230,000 in 2017 equals \$299,000 in 2024.

Vehicles are typically, but not always, purchased through the state contract buying pools which the District has access to. The pool is accessible by all public entities and in some cases, there is reciprocity with neighboring states. See also the 2026 and beyond section on page 18.

19. **Water Supply Development-** \$1,000,000 is budgeted for permitting, design and related expenses for water supply development projects as well as water right/supply acquisitions or upstream capital improvements outside of the district which could result in additional water being available during future droughts.

This line item is funded with \$500,000 from assessments and \$500,000 from Tier II revenue, provided that Tier II revenue is received in 2025. Prior budgets had \$500,000 in Tier II revenue, except for 2021 in which \$300,000 was budgeted.

The Water Supply Development fund balance stood at \$4,510,984 as of October 2024.

Year	Assessed portion \$6.94/ac.	Tier II portion	Total Income	Notes
2017	\$500,000	\$450,560	\$ 950,560	Net tier II revenue was less than \$500K

2018	\$500,000	\$500,000	\$1,000,000	
2019	\$500,000	\$ 53,920	\$ 553,920	Less than full water supply
2020	\$500,000	\$500,000	\$1,000,000	
2021	\$500,000	\$300,000	\$ 800,000	\$200K budgeted from Tier II to balance budget
2022	\$500,000	\$483,000	\$ 983,000	Some Tier II 2022 revenues were reprogrammed for winter work projects and equipment
2023	\$500,000	\$27,360	\$ 527,360	Less than full water supply
2024	\$500,000	\$ 2,300	\$ 502,300	Less than full water supply
2025	\$500,000	\$500,000	\$1,000,000	Presumes full water supply
Totals	\$4,500,000	\$2,817,140	\$7,317,140	Total WSD fund income through 2025

20. **Capital Improvements-** \$1,373,150 for several projects. The project-by-project spending plan for these funds in 2025 was reviewed by the Board in March.

This line item increases by \$72,500 in 2025 with a \$1/ac increase for capital projects. \$18.94 per acre of the assessment funds these projects. Note also the use of \$12,000 in drought funds.

\$2,500,000 has been moved from the Pressure Projects line to the Capital Improvements line item due to pausing the enclosed conduit system program in order to redirect the funds to the Wasteway 6 Re-regulation reservoir expansion project.

The capital projects have been removed from individual line items (e.g. Main Canal, Pumps, etc.).



## Looking ahead to 2025 and Beyond

- USBR power costs will be stable through 2026. A new five-year rate period will begin in 2027.
- The equipment budget will need to be fully funded (\$300K+) and needs to increase to keep up with inflation. The updated plan should assume a reasonable escalation rate for future budgets. \$300,000 in 2017 = \$390,000 in 2025.

Looming equipment replacements: over the next several years include:

- ✓ Grader (by 2026 using accelerated equip replacement funds from '24-'26) \$485K +/- w/ GPS in 2024 \$
  - ✓ 315 Excavator (2027 which was \$290K in 2023)
  - ✓ 1952 small grader
  - ✓ Forklift
  - ✓ Vac truck (to replace the jet truck)
  - ✓ Boom truck
  - ✓ Pup trailer
  - ✓ #201 side boom & mower head
  - ✓ New Holland mowing tractors (previously planned to not be replaced as open canal are piped)
- Union labor costs will increase at a not yet known rate in 2025-27 due to the labor agreement expiring in December 2024.
  - Liability insurance is expected to increase significantly again in 2026.
  - An F550 pickup and a Pump Mechanic's pickup and one ditchrider pickup are scheduled for replacement in 2026 and will total \$215K+/-.
  - Aquatic weed control chemicals will increase and the 2025 expense reduction due to the 2024 drought will likely not be applicable. Costs are expected to rise by at least \$200,000 in 2026.
  - Replacement pump station switchgear, which can run over \$1M for a larger pump station may be necessary before the pump station is replaced, although doing so will reduce the eventual pump station replacement cost proportionately.
  - Replacement of the pump station main tubes from the pump to the head weirs at all 18 pump stations. Costs are not yet known. The tubes need to be examined to begin prioritizing replacement.

- Two-year pump testing cycle will begin again in 2027. The cost during the 2022/2023 cycle was approximately \$10,000 total.
- The District will need to budget more for rock purchases when the stockpile at Rothrock Road is exhausted. Roughly 33% of the crushed rock pile will remain at the start of the 2025 irrigation season (18K yds. of the 54K yds rushed in 2016).
- DID #11 expenses should trend downward in 2026.
- The Warehouse roof needs to be replaced.
- A ditchrider position can be eliminated when Pumps 13 & 14 piping is complete.
- With about three more years of grouting as a high priority the work will transition to maintenance and the \$34,000 budget now can be reduced to about \$5,000.
- With the increased intensity of the competing need for water with in-stream needs, particularly for ESA listed trout (Steelhead and Bull Trout) and non-ESA listed salmon, the District could be budgeting \$75,000 to \$150,000 annually for all manner of miscellaneous fisheries related costs such as PIT tags, detectors, acoustic tags, emergency fish passage facilities, tanks for rehabilitation of rescued fish, predator control, emergency equipment rental, etc.

### **Items Not Included in the O&M Budget**

- Leave payouts for employees who retire or leave voluntarily (including via voluntary separation agreements). Two longtime employees will also likely retire in 2025. They have combined leave accumulations of approximately \$30,000 to \$35,000.
- Acquisition of a future HQ site & chemical building which meets modern standards and site planning/preparation.
- Deductibles and claim payouts. The District's deductible is \$10,000 and the budget does not include funds for paying deductibles or claims.

#### Deductibles

2024	none to date
2023	one
2022	none
2021	none
2020	none
2019	two

- Claim payouts typically range between \$6,000 to \$12,000 per year and are not budgeted. Claims in 2023 were just over \$3,000 and are \$0 to date in 2024.



**2025 Operations and Maintenance Budget**

	2022 (as revised)	2023	2024	2025	Change
<b>INCOME</b>					'24 v. '25
Assessments for O&M @ \$207/ac x 72,516 ac.*	\$13,480,910	\$14,061,046	\$14,648,434	\$15,010,812	+362,378
USBR	0	0	0	0	0
Interest	285,000	400,000	850,000	900,000	+50,000
Rentals	5,000	5,000	6,000	6,000	0
Misc.	326,000	329,900	383,900	367,200	-16,700
Tier II Water	500,000	500,000	500,000	500,000	0
Unbudgeted (Grants)	0	0	540,000	0	-540,000
Transfers from Reserves	<u>461,703</u>	<u>1,179,062</u>	<u>371,000</u>	<u>515,343</u>	<u>+\$144,343</u>
Total Income	<b>\$15,127,361</b>	<b>\$16,525,096</b>	<b>\$17,299,334</b>	<b>\$17,299,355</b>	<b>+\$ 21</b>
<b>EXPENSE</b>					
Main Canal	\$2,556,900	\$2,505,500	\$2,985,600	\$2,549,400	-\$436,200
Laterals	700,700	712,100	610,000	590,500	-19,500
Drains	332,600	382,400	402,200	394,708	-7,492
Pumps	1,244,000	375,000	390,000	468,200	+78,200
Safety-Drug Testing	32,000	32,000	32,000	90,000	+58,000
Pressure Projects	2,400,000	2,400,000	2,500,000	0	-2,500,000
Reimbursables	75,000	75,000	75,000	75,000	0
Equip-Bldg	247,000	397,000	388,800	388,800	0
Water Management	550,000	531,000	556,000	536,000	-20,000
USBR O&M/Power	2,117,000	2,234,350	1,631,350	2,094,950	+463,600
Admin.-Gen. Expense	3,087,300	3,250,300	3,504,300	3,659,800	+155,500
Legal	75,000	75,000	75,000	75,000	0
Insurance	448,581	537,992	640,705	685,950	+45,245
Phones	47,700	47,700	51,700	51,700	0
RSBOJC	338,166	388,966	399,300	399,697	+397
Miscellaneous	135,700	135,700	136,700	137,500	+800
Vehicle Purchase	0	155,000	243,200	145,000	-98,200
Equipment Purchase	103,500	0	365,000	268,000	-97,000
Capital Improvements**		1,240,000	1,312,500	3,689,150	+2,376,650
Water Supply Development	<u>1,000,000</u>	<u>1,000,000</u>	<u>1,000,000</u>	<u>1,000,000</u>	<u>0</u>
Total Expense	<b>\$15,559,895</b>	<b>\$16,525,096</b>	<b>\$17,299,355</b>	<b>\$17,299,355</b>	<b>+\$ 0</b>
Footnotes (see 1/7/25 memo)					

\*Prior to 2022 the budget assumed 72,000 assessed acres rather than 72,517 acres\*\*Prior to 2023 these expenses were included in the applicable line item. See capital plan.



Year	Full time Crew size	Temps	Total temp mos.	Union positions only (not supervisors)
2014	39	0	0	Often 1 to 3 workers were out or were on light duty for extended periods at any given time.
2015	39	0	0	“ “
2016	39	3	9	Three-month temps for ECS added using Tier II funds
2017	43	3	9	1 Troubleshooter, 1 Equipment operator and 2 relief ditchriders/class III maintenance positions added. The crew went down to 41 w/ 2 promotions mid-2017. New Maintenance Superintendent & Asst. Three-month temps for ECS & planned Nov. Friday OT
2018	41	7	21	Three-month temps (4 in O&M & 3 ECS)
2019	43	10	50	2 crew added (to backfill the spots created by the promotions to supervisory jobs in 2017) plus 3 five-month temps were added for a total of 10 temps
2020	43	10	50	Total budgeted temp months increased from 21 to 50
2021	41	9	45	Five-month temps (COVID absences diminished crew )
2022	41	7	35	2 crew positions eliminated to balance budget. Five-month temps
2023	41	8	40	Five-month temps (2 temps cut in Dec.)
2024	42	9	45	Five-month temps
2025	42	0	0	Often 1 to 3 workers were out or were on light duty for extended periods at any given time.

Crew size	Overall effect* (w/ 7 to 10 temps)
38-40	Little to no progress on backlogged work and the backlog grows at times
40-41	Some progress at times on backlogged work (usually winter & before/after aquatic treatments occur during irrigation season)
42-43	Very good progress on backlogged work all year


\*These are generalizations, and can be affected by the number of workers out due to illness, injury & delays in filling vacancies.

# Item #9

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To: Board of Directors

From: Scott Revell, District Manager 

Date: January 7, 2025

Re: Authorizing the District Manager to Utilize Water Supply Development Funds for Certain Fish Related Expenses

**Background**

Staff is requesting that the Board authorize the District Manager to utilize up to \$75,000 in a calendar year from the Water Supply Development fund for fisheries related expenses and will include a reporting requirement to the Board.

There have been several instances in recent where fish related issues have arisen and addressing them helped to protect and preserve the District's limited water supply, particularly in drought years. Often these issues are time sensitive.

Bull trout are also listed as threatened and are present in some of the reservoirs. Steelhead are present throughout the basin and are also listed as Threatened under the federal Endangered Species Act. Expenses will not necessarily be limited to these species because sockeye, chinook and coho salmon stocks are also involved. Lamprey could also be included.

Staff will work first with the federal and state agencies, tribal, state wide and basin wide irrigation associations to share or seek reimbursement of expenses whenever possible. Irrigation Districts can typically respond more quickly than the state or federal agencies can. Standard procurement processes and requirements will be followed as applicable.

Examples include:

- PIT tags & PIT tag detector arrays;
- Acoustical tags & sensors;
- Rental of equipment and fuel to deal with emergent issues. Typically this would take the form of specialty equipment that we don't have in the fleet or that we may need more of temporarily;
- Materials for temporary fish passage (or exclusion) facilities;
- Specialty contracting services;
- Removal and control of water star grass;
- Water measurement devices;
- Expenses related to fish rescue activities;
- Predator control.

**Recommended Motion**

I move to authorize the District Manger to utilize up to \$75,000 from the water supply development fund in a calendar year for fish and fishery related related expenses, provided that a written monthly and annual reports of expenses are submitted to the Board of Directors.

# Item #11

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To: Board of Directors

From: Scott Revell, District Manager 

Date: January 7, 2025

Re: District Manager's Monthly Update

### **Attachment**

1. The State Auditor's RSBJOC exit report

### **Miscellaneous Items**

1. The State Auditor's exit report for the RSBJOC audit from 2021-2023 is attached. There were no issues.
2. The Pump 3 Low piping project was funded through the District's 2024 O&M budget. The work will begin in late 2024, will continue through 2025 and will be finished in early 2026.

The District's 2025 O&M budget will not include a pressure project due to a re-prioritization of funds. The funds will be directed to the capital projects line item, and up to \$2 million will be used to begin preliminary engineering design work for the expansion of the Wasteway 6 Re-regulation Reservoir.

3. The Tumalo Irrigation District in central Oregon prevailed on appeal to the 9<sup>th</sup> Circuit on the "right to pipe" issue. A neighbor group unsuccessfully attempted to stop a canal piping project.
4. I participated in the Ecology Office of Columbia River interview process in mid-December. There were 3 candidates. A decision is pending.

### **December Meetings Report**

- ✓ Integrated Plan Water Use Committee (Dec. 2<sup>nd</sup>)
- ✓ SOAC Facilitated Discussion (Dec. 2<sup>nd</sup>)
- ✓ River Operations meeting (Dec. 3<sup>rd</sup>)

- ✓ WSWRA annual conference (Dec 4<sup>th</sup> to 6<sup>th</sup>)
  - ✓ Yakima Basin Integrated Plan Work Group and Implementation Committee and Executive Committee (Dec. 11<sup>th</sup>)
  - ✓ American Fly Fisherman Magazine tour (Dec. 13<sup>th</sup>)
  - ✓ WSWRA monthly Board of Directors meeting was cancelled.
  - ✓ Yakima Basin Joint Board (Dec. 20<sup>th</sup>)
-



## Office of the Washington State Auditor

### Pat McCarthy

### **Exit Conference: Roza-Sunnyside Board of Joint Control**

The Office of the Washington State Auditor's vision is increased trust in government. Our mission is to provide citizens with independent and transparent examinations of how state and local governments use public funds, and develop strategies that make government more efficient and effective.

The purpose of this meeting is to share the results of your audit and our draft reporting. We value and appreciate your participation.

#### **Audit Reports**

We will publish the following reports:

- Accountability audit for January 1, 2021 through December 31, 2023 – see draft report.

#### **Finalizing Your Audit**

##### **Report Publication**

Audit reports are published on our website and distributed via email in a .pdf file. We also offer a subscription service that notifies you by email when audit reports are released or posted to our website. You can sign up for this convenient service at <https://portal.sao.wa.gov/SAOPortal>.

##### **Management Representation Letter**

We have included a copy of representations requested of management.

##### **Audit Cost**

At the entrance conference, we estimated the cost of the audit to be \$7,550 and actual audit costs will approximately \$830 less as we performed the audit remotely and did not have any travel cost.

##### **Your Next Scheduled Audit**

Your next audit is scheduled to be conducted in 2027 and will cover the following general areas:

- Accountability for public resources for 2024, 2025, and 2026

The estimated cost for the next audit based on current rates is \$7,550 plus travel expenses. This preliminary estimate is provided as a budgeting tool and not a guarantee of final cost.

If expenditures of federal awards are \$750,000 or more in any fiscal year, notify our Office so we can schedule your audit to meet federal Single Audit requirements. Federal awards can include grants, loans, and non-cash assistance like equipment and supplies.



## **Working Together to Improve Government**

### **Audit Survey**

When your report is released, you will receive an audit survey from us. We value your opinions on our audit services and hope you provide feedback.

### **Local Government Support Team**

This team provides support services to local governments through technical assistance, comparative statistics, training, and tools to help prevent and detect a loss of public funds. Our website and client portal offers many resources, including a client Help Desk that answers auditing and accounting questions. Additionally, this team assists with the online filing of your financial statements.

### **The Center for Government Innovation**

The Center for Government Innovation at the Office of the Washington State Auditor offers services specifically to help you help the residents you serve at no additional cost to your government. What does this mean? We provide expert advice in areas like Lean process improvement, peer-to-peer networking, and culture-building to help local governments find ways to be more efficient, effective and transparent. The Center can help you by providing assistance in financial management, cybersecurity and more. Check out our best practices and other resources that help local governments act on accounting standard changes, comply with regulations, and respond to recommendations in your audit. The Center understands that time is your most precious commodity as a public servant, and we are here to help you do more with the limited hours you have. If you are interested in learning how we can help you maximize your effect in government, call us at (564) 999-0818 or email us at [Center@sao.wa.gov](mailto:Center@sao.wa.gov).

### **Audit Highlights**

- We would like to thank Martha Espinoza for providing documents electronically and being available for questions. This provided for an efficient audit experience. As a result, we exited prior to year-end.
- We appreciate the District for taking correction action to address our prior audit recommendation.
- The District has adequate internal controls over its operations and we did not identify any areas of improvement to provide to the District.

### **Questions?**

Please contact us with any questions about information in this document or related audit reports.

**Kelly Collins, CPA, CFE, Director of Local Audit, (564) 999-0807, [Kelly.Collins@sao.wa.gov](mailto:Kelly.Collins@sao.wa.gov)**

**Ann Strand, Assistant Director of Local Audit, (509) 454-7849, [Ann.Strand@sao.wa.gov](mailto:Ann.Strand@sao.wa.gov)**

**Mandy Wilson, CPA, Audit Manager, (509) 895-4195, [Mandy.Wilson@sao.wa.gov](mailto:Mandy.Wilson@sao.wa.gov)**

**Stephanie Anglin, Assistant Audit Manager, (509) 517-5626, [Stephanie.Anglin@sao.wa.gov](mailto:Stephanie.Anglin@sao.wa.gov)**

**Juan Berber, Audit Lead, (509) 517-5620, [Juan.Berber@sao.wa.gov](mailto:Juan.Berber@sao.wa.gov)**



Office of the Washington State Auditor  
Pat McCarthy

**Preliminary Draft - Please do not duplicate, distribute, or disclose.**

## **Accountability Audit Report**

# **Roza-Sunnyside Board of Joint Control**

**For the period January 1, 2021 through December 31, 2023**

*Published (Inserted by OS)*

Report No. 1036163



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we're helping advance  
#GoodGovernment





## **Office of the Washington State Auditor Pat McCarthy**

Issue Date – (Inserted by OS)

Board of Directors  
Roza-Sunnyside Board of Joint Control  
Sunnyside, Washington

### **Report on Accountability**

Thank you for the opportunity to work with you to promote accountability, integrity and openness in government. The Office of the Washington State Auditor takes seriously our role of providing state and local governments with assurance and accountability as the independent auditor of public accounts. In this way, we strive to help government work better, cost less, deliver higher value and earn greater public trust.

Independent audits provide essential accountability and transparency for District operations. This information is valuable to management, the governing body and public stakeholders when assessing the government's stewardship of public resources.

Attached is our independent audit report on the District's compliance with applicable requirements and safeguarding of public resources for the areas we examined. We appreciate the opportunity to work with your staff and value your cooperation during the audit.

Sincerely,

Pat McCarthy, State Auditor  
Olympia, WA

### ***Americans with Disabilities***

*In accordance with the Americans with Disabilities Act, we will make this document available in alternative formats. For more information, please contact our Office at (564) 999-0950, TDD Relay at (800) 833-6388, or email our webmaster at [webmaster@sao.wa.gov](mailto:webmaster@sao.wa.gov).*

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## AUDIT RESULTS

### Results in brief

This report describes the overall results and conclusions for the areas we examined. In those selected areas, District operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources.

In keeping with general auditing practices, we do not examine every transaction, activity, policy, internal control, or area. As a result, no information is provided on the areas that were not examined.

### About the audit

This report contains the results of our independent accountability audit of the Roza-Sunnyside Board of Joint Control from January 1, 2021 through December 31, 2023.

Management is responsible for ensuring compliance and adequate safeguarding of public resources from fraud, loss or abuse. This includes the design, implementation and maintenance of internal controls relevant to these objectives.

This audit was conducted under the authority of RCW 43.09.260, which requires the Office of the Washington State Auditor to examine the financial affairs of all local governments. Our audit involved obtaining evidence about the District's use of public resources, compliance with state laws and regulations and its own policies and procedures, and internal controls over such matters. The procedures performed were based on our assessment of risks in the areas we examined.

Based on our risk assessment for the years ended December 31, 2023, 2022 and 2021, the areas examined were those representing the highest risk of fraud, loss, abuse, or noncompliance. We examined the following areas during this audit period:

- Accounts receivable – billing for assessment revenue
- Accounts payable – general disbursements
- Procurement – purchases
- Open public meetings – compliance with minutes, meetings and executive session requirements
- Financial condition – reviewing for indications of financial distress



INFORMATION ABOUT THE DISTRICT

The Roza-Sunnyside Board of Joint Control was established as a joint venture of the Roza Irrigation District and the Sunnyside Division Board of Control. The Board’s purpose is to develop, perform, fund and monitor projects related to water quality requirements legislated by the federal government and later adopted by the state of Washington and to comply with the Endangered Species Act.

The Board is composed of the five active Directors of the Roza Irrigation District and the Sunnyside Valley Irrigation District as well as two members appointed by the Sunnyside Division Board of Control. The Board uses the management and accounting services of the Sunnyside Valley Irrigation District. The District operated on annual expenditures of \$716,581, \$835,686 and \$914,705 in 2021, 2022 and 2023, respectively.

Contact information related to this report	
Address:	Roza-Sunnyside Board of Joint Control P.O. Box 239 Sunnyside, WA 98944
Contact:	Martha Espinoza
Telephone:	(509) 837-6980
Website:	roza.org/governance/rsbojc

Information current as of report publish date.

Audit history

You can find current and past audit reports for the Roza-Sunnyside Board of Joint Control at <https://portal.sao.wa.gov//ReportSearch>.

## ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the Washington State Constitution and is part of the executive branch of state government. The State Auditor is elected by the people of Washington and serves four-year terms.

We work with state agencies, local governments and the public to achieve our vision of increasing trust in government by helping governments work better and deliver higher value.

In fulfilling our mission to provide citizens with independent and transparent examinations of how state and local governments use public funds, we hold ourselves to those same standards by continually improving our audit quality and operational efficiency, and by developing highly engaged and committed employees.

As an agency, the State Auditor's Office has the independence necessary to objectively perform audits, attestation engagements and investigations. Our work is designed to comply with professional standards as well as to satisfy the requirements of federal, state and local laws. The Office also has an extensive quality control program and undergoes regular external peer review to ensure our work meets the highest possible standards of accuracy, objectivity and clarity.

Our audits look at financial information and compliance with federal, state and local laws for all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits and cybersecurity audits of state agencies and local governments, as well as state whistleblower, fraud and citizen hotline investigations.

The results of our work are available to everyone through the more than 2,000 reports we publish each year on our website, [www.sao.wa.gov](http://www.sao.wa.gov). Additionally, we share regular news and other information via an email subscription service and social media channels.

We take our role as partners in accountability seriously. The Office provides training and technical assistance to governments both directly and through partnerships with other governmental support organizations.

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(866) 902-3900
- Email:  
[webmaster@sao.wa.gov](mailto:webmaster@sao.wa.gov)



## LETTER OF REPRESENTATION TO BE TYPED ON CLIENT LETTERHEAD

December 9, 2024

Office of the Washington State Auditor  
3200 Capitol Blvd  
P.O. Box 40031  
Olympia, WA 98504-0031

To the Office of the Washington State Auditor:

We are providing this letter in connection with your audit of Roza-Sunnyside Joint Board of Control for the period from January 1, 2021 through December 31, 2023. Representations are in relation to matters existing during or subsequent to the audit period up to the date of this letter.

Certain representations in this letter are described as being limited to matters that are significant or material. Information is considered significant or material if it is probable that it would change or influence the judgment of a reasonable person.

We confirm, to the best of our knowledge and belief, having made appropriate inquiries to be able to provide our representations, the following representations made to you during your audit. If we subsequently discover information that would change our representations related to this period, we will notify you in a timely manner.

### **General Representations:**

1. We have provided you with unrestricted access to people you wished to speak with and made available all requested and relevant information of which we are aware, including:
  - a. Financial records and related data.
  - b. Minutes of the meetings of the governing body or summaries of actions of recent meetings for which minutes have not yet been prepared.
  - c. Other internal or external audits, examinations, investigations or studies that might concern the objectives of the audit and the corrective action taken to address significant findings and recommendations.
  - d. Communications from regulatory agencies, government representatives or others concerning possible noncompliance, deficiencies in internal control or other matters that might concern the objectives of the audit.
  - e. Related party relationships and transactions.
  - f. Results of our internal assessment of business risks and risks related to financial reporting, compliance and fraud.
2. We acknowledge our responsibility for compliance with requirements related to confidentiality of certain information, and have notified you whenever records or data containing information subject to any confidentiality requirements were made available.

3. We acknowledge our responsibility for compliance with applicable laws, regulations, contracts and grant agreements.
4. We have identified and disclosed all laws, regulations, contracts and grant agreements that could have a direct and material effect on the determination of financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.
5. We have complied with all material aspects of laws, regulations, contracts and grant agreements.
6. We acknowledge our responsibility for establishing and maintaining effective internal controls over compliance with applicable laws and regulations and safeguarding of public resources, including controls to prevent and detect fraud.
7. We have established adequate procedures and controls to provide reasonable assurance of safeguarding public resources and compliance with applicable laws and regulations.
8. We have no knowledge of any loss of public funds or assets or other illegal activity, or any allegations of fraud or suspected fraud involving management or employees.
9. In accordance with RCW 43.09.200, all transactions have been properly recorded in the financial records.

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Nikki Musson  
Office Manager

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Martha Espinoza  
Finance Clerk

# Item #12

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To: Roza Board Members  
From: Sage Park, Policy Director  
Date: January 7, 2025  
RE: Policy Director Report

- Water Use Subcommittee for Yakima Basin Integrated Plan – first meeting was December 2, 2024. A technical team has been formed to look at water use throughout the basin.
- Aquifer Storage and Recovery Proposal – continue working with consultants on it.
- Yakima Training Center Canal – Working with the army to move the canal off base.
- Request for Qualifications for accounting/budgeting – closed January 6, 2025
- Grant work is ongoing:
  - Securing Commerce Grant
  - Finalizing Ecology's drought grant
  - Ongoing grant research



# Item #15

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To: Board of Directors

From: Scott Revell, District Manager

Date: January 7, 2025

Re: Appointment of Secretary/Manager for 2025

**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 2025.

# Item #16

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STATE OF WASHINGTON) (SS  
COUNTY OF YAKIMA )

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Scott Revell

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

(SEAL)