

MINUTES OF THE REGULAR MEETING  
OF THE  
BOARD OF DIRECTORS  
OF THE  
**SOUTH COLUMBIA BASIN IRRIGATION DISTRICT**

March 9, 2023      Pasco, Washington

The regular meeting of the Board of Directors of the South Columbia Basin Irrigation District was called to order by Director M. Balcom at 9:00 a.m. on March 9, 2023. Those in attendance were:

DIRECTORS

Maury Balcom  
Richard Conrad  
Charles Lyall  
JJ Danz  
Jared Balcom

OFFICERS AND STAFF

John O'Callaghan, Secretary/Manager  
Kellie Pierson-Geddes, Assistant Secretary/Treasurer  
Eric Dixon, Assistant Manager  
Brian Smith, Engineer  
Terrie Chambers, Executive Assistant  
Larry Martin, Attorney Halverson Northwest

OTHERS

Marc Maynard, United States Bureau of Reclamation  
Amy Rodman, United States Bureau of Reclamation  
Jacob Taylor, Columbia Basin Hydropower  
Mike Bromund, Rubicon Water  
Jacob Heinen, New Horizon Farms, Inc.  
Kirk Rathbun, Candy Mountain Farms, LLC

APPROVAL OF MINUTES

The minutes of the February 9, 2023 regular meeting were presented for Board approval. Director Danz moved to approve the minutes as presented. Director Lyall seconded the motion and it carried.

FINANCE AND BUDGET

Treasurer Pierson-Geddes reviewed the summary of investments and the February month-end financial statements.

Secretary/Manager O'Callaghan reviewed the budget for February 28, 2023.

Treasurer Pierson-Geddes presented the following vouchers for Board consideration:

Investments	
Electronic funds transfer 102063 through 102080	\$3,842,322.38
Check Nos. 218649	\$209.87



Monthly Expenditures

Electronic funds transfer 102060 through 102079	\$268,938.51
Check Nos. 218551 through 218770	\$721,730.43

Payroll

Check Nos. 29403 through 29406 and electronic funds transfers to employee accounts	\$439,241.80
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Treasurer Pierson-Geddes recommended approval. Director Lyall moved to approve the vouchers as presented. Director J. Balcom seconded the motion and it carried.

BIDS AND PRICING

Purchasing & Facilities Supervisor Johnson presented pricing under the Sourcewell contract #062320-URI for a 2016 Freightliner M2 106 4000-gallon water truck for the purchase price of \$97,495.00 excluding Washington State sales tax from United Rentals. Director Danz moved to approve the purchase as presented. Director J. Balcom seconded the motion and it carried.

Purchasing & Facilities Supervisor Johnson presented pricing under the Washington State contract #05916 for a Mitsubishi Outlander PHEV SEL S-AWC for the purchase price of \$38,232.00 excluding Washington State sales tax. The Mitsubishi Outlander will be issued to Assistant Secretary/Treasurer Pierson-Geddes. The truck she is driving will be issued to the District engineer who is currently being recruited. Director Lyall moved to approve the purchase as presented. Director J. Balcom seconded the motion and it carried.

RESOLUTIONS

Secretary/Manager O'Callaghan presented Resolution S-23-14 which is a concurrence of a United States Bureau of Reclamation (Reclamation) resolution approving the disposal of Franklin County parcels #1130900058 & 1247110054. Director Conrad moved to adopt Resolution S-23-14 contingent upon the South Columbia Basin Irrigation District being listed on the indemnification and hold harmless agreement. Director Danz seconded the motion and it carried.

Secretary/Manager O'Callaghan presented Resolution S-23-15 which is a concurrence of a Reclamation resolution approving the disposal of Franklin County parcel #123320094. Director Danz moved to adopt Resolution S-23-15 as presented contingent upon the South Columbia Basin Irrigation District being listed on the indemnification and hold harmless agreement. Director Conrad seconded the motion and it carried.

WATER SERVICE CONTRACTS

Secretary/Manager O'Callaghan presented the following water service contracts for cancellation and renewal:



Waste, Seepage, and Return Flow WSC #102A Ramona Mechem for 10.75 Acre Feet

Waste, Seepage, and Return Flow WSC #102B Miguel Gomez & Miryam Cruz for 20.25 Acre Feet

Director Danz moved to approve the cancellation and renewal of Water Service Contracts #102A and #102B. Director Lyall seconded the motion and it carried.

### TREASURER'S REPORT

Assistant Secretary/Treasurer Pierson-Geddes reported on the following projects:

Water Ordering Software – The District is collaborating with East Columbia Basin Irrigation District (ECBID) and Quincy Columbia Basin Irrigation District (QCBID) to get updates to the water ordering portal completed before water start-up. As iPads are distributed to the field offices, updates are being reviewed with the ditchriders.

Upgrades – The Assura software is being modified to include a module for aquatic spray applications and annual event notifications. The initial data pull for the Springbrook software update took place on February 10th. Upgraded features were discussed and log-in information was assigned during a Zoom call on February 15<sup>th</sup>. The Springbrook payroll process was observed at ECBID, which is already using the payroll system.

Meetings & Events – Assistant Secretary/Treasurer Pierson-Geddes attended the following meetings and events: Washington State Water Resource Association's Monday morning Legislative Update calls noting that the elections bill is in progress, the Family Farm Alliance Annual Conference from February 21<sup>st</sup> through 24<sup>th</sup>, the Washington State Auditor's Office Exit Conference on February 9<sup>th</sup>.

Financial Statements – Assistant Secretary/Treasurer Pierson-Geddes is preparing the 2022 Financial Statements. The Public Employees Retirement System and the Other Postemployment Benefits journal entries are complete, and the Governmental Accounting Standards Board lease accounting is in progress.

Investments – The District had one certificate of deposit mature in February. The funds were reinvested into four United States Treasury Bills and transferred into our Local Government Investment Pool account.

Staff – Accounts Payable Clerk Hannah Frenette has submitted notice that she will be terminating her employment with the District. The response to the accounts payable position opening has been excellent.

### ENGINEERING REPORT

Engineer Smith reported the status of the following projects on behalf of Chief Engineer Scott, who is attending the Australian Irrigation Education Tour:



District engineers continue supporting the field crews with the installation of the ongoing winter projects, confirming information and surveying installations for as-built drawings to be completed later.

Construction is complete on the Wahluke yard fence.

Electric Reclosers - The electric reclosers have been installed. There was a change order as it was required to install fuses that were not originally specified on the plans.

Winter 2022-2023 Projects: The gates funded by the Bonneville Power Association Energy Smart Reserved Power Grant have been installed (PE46.2, PE39, WB5 and WB38). A Rubicon field technician is working on commissioning the gates for operation to be ready for the water season. The PE46A pipeline cost share project is complete. The delivery box in the middle of the EB20 project was poured on March 3rd and the backfill of the box will be complete once the forms are stripped and ready. The remainder of the project has been backfilled.

Weed Screens - The weed screens for PE46.2A3 and WB5L have been built, painted, and assembled. The Mesa and Wahluke watermaster yard crews are preparing for installation to be completed by the end of the week. The PP1.6 weed screen is on-site and ready for installation. The exposed liner on the Pasco Pump Lateral (PPL) has been installed and the concrete end walls were poured on March 4th.

### PERMITS

Engineer Smith presented the following permits for Board consideration:

BLOCK/ FARM UNIT	APPLICANT/ LANDOWNER	PERMIT REQUESTED	FEE
01/67	Big Sky Developer	Remove Division Box	\$250
01/111	Big Sky Developer	Service Crossing	\$250
23/56	Davidson Farms LLC	Relocate Turnout	\$1,750
803-304	Austin Booker	Access Encroachment	\$250

Assistant Manager Dixon advised that the permits met all District requirements, there were no further operations or maintenance concerns to be considered, and recommended approval by the Board. Director Conrad moved to approve the permits as presented. Director Lyall seconded the motion and it carried.

### OPERATIONS REPORT

Assistant Manager Dixon reported the elevation of the Potholes Reservoir is 1043.5 feet (382,700 acre-feet active storage) as of March 6, 2023.

Eltopia – Crews are burning as the weather allows. Crews are priming canals and laterals. The exposed liner in Block 1 is almost complete. The concrete headwall remains to be completed.



Transformer spill containment at BP2 PP is complete. PPL1.6 bar racks and weed raker are ready for removal when the crane is on-site to pull blind panels and place traveling weed screen. Crews will clay line a short section of the PE59.4D4 at the pump discharge in an attempt to reduce ditch loss.

Mesa – Crews are burning as the weather allows. Canals and laterals are being primed. A new gate has been installed at the Ringold Alternate headworks. ECBID continues to work on the EL85 headworks Rubicon SlipMeter installation. Gate frames are installed.

Wahluke – Crews are burning as the weather allows. Canals and laterals are being primed. Damaged panels on the Wahluke Branch Canal downstream of the WB10 Check have been repaired. The PE27 liner project is complete.

Mattawa – Crews are burning as the weather allows. Canals and laterals are being primed. Repair parts for the previously vandalized delivery gates are ready for installation once water starts up. Recently several more delivery gates were vandalized. The District will have to reconfigure the gate operators for this water season as we do not have any more spare parts on hand. Replacement gates and/or parts will be installed during the next maintenance season.

#### MANAGER’S REPORT

Secretary/Manager O’Callaghan reviewed and discussed various meetings attended during the month.

#### CALENDAR OF EVENTS

Secretary/Manager O’Callaghan reviewed the March and April calendars.

#### USBR REPORT

Ephrata Field Office (EFO) Manager Marc Maynard reported on the following topics. The Reclamation 2023 Operation and Maintenance (O&M) budget has been adjusted to reflect the actual staffing expense instead of the expense if fully staffed. ECBID and Quincy-Columbia Basin Irrigation District (QCBID) have requested canal operator training on an annual basis and the District was invited to participate. A contractor working for the City of Quincy sent a letter to the Washington State Department of Ecology (DOE) reporting that a City employee who manages the current wastewater discharge system has been falsifying data and sample results to comply with the Department of Ecology National Pollutant Discharge Elimination System (NPDES) permit. The employee has been terminated and the investigation is ongoing.

#### RECESS

Director M. Balcom called for a 15-minute recess at 10:15 A.M. The meeting reconvened at 10:30 A.M.



### CHANGE ORDER

Assistant Manager Dixon presented change order #1 for \$9,234.37 from Columbia River Electric Maintenance to install two 100 amp fuses at each of the five electric reclosers being installed. The fuses were not included in the initial engineering plans. In order to proceed in a timely manner, the change order was approved by Secretary/Manager O'Callaghan. Director Conrad moved to ratify approval of the change order. Director Lyall seconded the motion and it carried.

### TERRESTRIAL HERBICIDE APPLICATION CONTRACT

Assistant Manager Dixon presented the quotes received for the Terrestrial Herbicide Application Services contract. The lowest quote was received from Woodland Resource Services for \$10,290.00 excluding Washington State sales tax. Director Conrad moved to approve the Terrestrial Herbicide Application Services contract with Woodland Resource Services. Director Lyall seconded the motion and it carried.

### TRAVEL AUTHORIZATION

National Water Resource Association President and Chief Executive Officer Kris Polly offered to waive the Australian Irrigation Education Tour fee for Chief Engineer Scott after a last minute vacancy opened up. Airfare was the only expense to the District. Secretary/Manager O'Callaghan spoke with Board President M. Balcom and they agreed to take the opportunity. Director Lyall moved to ratify the travel authorization for Chief Engineer Scott to attend the NWRA Australian Irrigation Education Tour from March 2<sup>nd</sup> through March 10<sup>th</sup>. Director Danz seconded the motion and it carried.

### DAMAGE CLAIM

This matter will be discussed in executive session.

### MESA SCHOOL PERMIT

Mesa School District has requested to use a portion of the Mesa watermaster yard outside of the main equipment yard as a remote evacuation site for students. Secretary/Manager O'Callaghan met with school district personnel to discuss the details and recommended approval of the permit. Board action was not necessary. The District will prepare a permit for approval at the April Board meeting.

### FAMILY FARM ALLIANCE

Director Lyall and Secretary/Manager O'Callaghan reported on the Family Farm Alliance Annual Conference in Reno, Nevada.

### USBR 2023 OPERATIONS & MAINTENANCE BUDGET

A revision to the Reclamation 2023 O&M budget was discussed during EFO Manager



Maynard's report. The EFO has been short-staffed. During the Reserved Works meeting in January, the District requested that the budget reflect actual staffing expenses rather than the expenses with the EFO fully staffed. The budget revision was made available to the Board.

### NPDES PERMIT

Secretary/Manager O'Callaghan updated the Board on the progress of the NPDES permit. Comments are being collected to be provided to DOE.

### RINGOLD EMERGENCY OPERATIONS UPDATE

Hydrologist Kildall presented findings from a risk analysis that evaluated whether the District has sufficient emergency storage and/or waste options in the event of a canal breach or major pump outage on the Potholes East Canal downstream of Scootenev Reservoir. The study identified locations that have the greatest risk of a canal breach and projected the effects of such a breach. Utilizing the Hydrologic Engineering Center's River Analysis System the path the water would take was illustrated.

Analysis of a breach of the Potholes East Canal near the Eltopia Branch Canal push were presented with three different operational response scenarios: no intervention, closing the Scootenev outlet only, or closing the Scootenev outlet and opening the Ringold wasteway. The current Ringold Wasteway will hold approximately 300 acre-feet, and analysis shows that it can provide sufficient emergency storage during a canal breach or pump outage when empty

The analysis also determined it would take approximately 15 minutes after a canal breach for an alarm at the Ringold check to notify the District of the issue. Potential locations to install additional monitoring devices to shorten the notification time in the event of a canal breach were identified.

The analysis completed by Hydrologist Kildall, Engineer Smith, and Engineer Poe will be expanded to further assess canal breach risks within the District.

### SCADA STATEMENT OF QUALIFICATIONS

Secretary/Manager O'Callaghan discussed the Statements of Qualifications that were received for the SCADA Master Plan. The SCADA Master Plan will be a planning exercise that will guide how SCADA operations and technology is developed. After review, QCBID Secretary/Manager Sonnichsen, ECBID Secretary/Manager Simpson, and SCBID Secretary/Manager O'Callaghan recommend contracting with Casne Engineering. The contract will be funded by the three districts and SCBID will execute the contract with Casne Engineering on their behalf.

### COLUMBIA BASIN HYDROPOWER

Columbia Basin Hydropower Treasurer Jacob Taylor provided information on operating cash flow compared to projected capital investment costs through 2042.



TITLE TRANSFER

Secretary/Manager O'Callaghan updated the Board on the progress of the title transfer process. Director M. Balcom recommended submitting the documentation to Reclamation for the title transfer prior to the upcoming legislative meetings in Washington DC. There were no public comments regarding the title transfer process.

PUBLIC COMMENT

There were no members of the public in attendance.

EXECUTIVE SESSION

Director M. Balcom called for a 15-minute executive session at 11:50 A.M. The regular Board meeting reconvened at 12:05 P.M.

OTHER BUSINESS

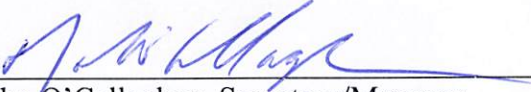
There was no other business.

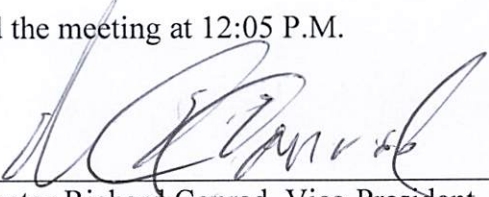
NEXT MEETING

The next regular meeting will be on April 13, 2023.

ADJOURNMENT

With no further business, Director M. Balcom adjourned the meeting at 12:05 P.M.

  
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John O'Callaghan, Secretary/Manager

  
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Director Richard Conrad, Vice-President

