

Moses Lake Irrigation and Rehabilitation District



Draft Meeting Agenda

932 E. Wheeler Rd. Board Room

Moses Lake, WA 98837

Tuesday, April 14, 2026

5:00 PM – 6:00 PM

To join the video meeting, click this link: <https://meet.google.com/iwd-wfgx-inu>
Otherwise, to join by phone, dial +1 336-914-1107 and enter this PIN: 256 504 225#
To view more phone numbers, click this link: <https://tel.meet/iwd-wfgx-inu?hs=5>

BOARD OF DIRECTORS

Richard Teals, President

Joe Ketterer, Vice President

Kris Dexter

Chuck Perry

Fred Meise

EXECUTIVE GENERAL MANAGER

Sam Castro

LEGAL COUNSEL

Brian Iller

1. Call to Order, Roll Call, for the record “Announcement,” Pledge of Allegiance
 - a. Identification of persons wanting to discuss agenda items
 - b. Identification of persons wanting to discuss non-agenda items
2. APPROVAL OF AGENDA
3. APPROVAL OF CONSENT AGENDA
 - a. Meeting Minutes from 03/10/26 Regular Board Meeting, and the 03/10/26 Special Board Meeting
 - b. Approval of Bills/Checks and Vouchers: Check numbers (19894 through 19926) and Rehabilitation Voucher #1000295 totaling \$107,973.17, and Irrigation Voucher #1000295 totaling \$17,995.25 audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been made available to the Board.
4. PUBLIC COMMENTS – (non-agenda items)
5. PRESENTATIONS/SCHEDULED GUESTS
6. STAFF REPORTS
7. EXECUTIVE SESSION - Possible action may occur after the Executive Session in the open public session on items discussed in the Executive Session
8. ACTION ITEMS –
 - a. Motion to Rescind the approval of Resolution 2026-003 – Adjustment of Director’s Compensation
9. RESOLUTIONS –
 - a. Amended Resolution 2026-003 – Adjustment of Director’s Compensation
 - b. Resolution 2026-005 – Closing of Connelly Park During Emergency Events
 - c. Resolution 2026-006 – Drone Policy
 - d. Resolution 2026-007 – Special Market Condition Purchase of 932 E Wheeler Road
10. DISCUSSION ITEMS – Review of Bylaws & Governance Policy
11. WORKSHOP/DIRECTOR QUESTIONS and/or COMMENTS
12. OTHER BUSINESS/GOOD OF THE ORDER
13. MOTION TO ADJOURN

CALL TO ORDER

At 4:50 PM President Teals called the March 10, 2026, Special Board Meeting of the Moses Lake Irrigation and Rehabilitation District to order. The purpose of the Special Board Meeting was for the Board of Directors to review and approve the supplement to the MLIRD Bylaws. The record shows that President Teals, Vice President Ketterer, Director Dexter, Director Perry, Director Meise and Executive General Manager Sam Castro were present.

APPROVAL OF AGENDA

Vice President Ketterer made a motion to approve the agenda. Director Meise seconded the motion. The motion carried unanimously.

ACTION ITEMS

Vice President Ketterer made a motion to approve the supplemental to the MLIRD Bylaws to change the start time of the Regular Board Meetings to 5:00 PM. Director Meise seconded the motion. The motion carried unanimously.

ADJOURNMENT

Vice President Ketterer made a motion to adjourn the meeting. Director Meise seconded the motion. The motion carried unanimously. The meeting was adjourned at 4:53 PM.

Richard Teals, President

Joe Ketterer, Vice President

Chuck Perry, Director

Kris Dexter, Director

Fred Meise, Director

By: _____
Secretary to the Board of Directors
Sam Castro, C.P.O.

CALL TO ORDER

At 5:00 PM, President Teals called the March 10, 2026, Regular Board Meeting of the Moses Lake Irrigation and Rehabilitation District to order. The record shows that President Teals, Vice President Ketterer, Director Dexter, Director Perry, Director Meise and Executive General Manager Sam Castro were present. The record shows the Pledge of Allegiance was recited.

APPROVAL OF THE AGENDA

President Teals called on the board members to approve the agenda. Director Dexter made a motion to approve the agenda. Vice President Ketterer seconded the motion. The motion carried unanimously.

APPROVAL OF CONSENT AGENDA

President Teals called on the board members to approve the consent agenda. The consent agenda consisted of the meeting minutes from the 02/10/26 Regular Board Meeting and 02/25/26 Public Hearing, Bills/Checks (#19868 - #19893), and Rehabilitation Voucher #1000294 totaling \$174,004.20 and Irrigation Voucher #1000294 totaling \$30,630.73. Vice President Ketterer made a motion to approve the consent agenda. Director Dexter seconded the motion. The motion carried unanimously.

PUBLIC COMMENTS

Teresa Fields – Trails Planning Team Member

Teresa Fileds has started making contacts with different organizations in the hope to bring water education to the children who do not have the opportunity to and make it available to them. Her goal is to create a Moses Lake Sailing Program. She has spoke with multiple people, collegse, and organizations that have stated they were willing to teach sailing classes. She is wanting to partner with MLIRD in the hopes of creating a space at Connelly Park to have the sailing lessons. The collaboration is still in the planning stages but wanted to bring the idea to the Board.

PRESENTATIONS/SCHEDULED GUESTS

Kevin Richards – Western Pacific Engineering & Survey and Port of Moses Lake

Kevin Richards gave a presentation on the developments of the W20 Project. The Port of Moses Lake has created a website the community can visit for all updates on the project at www.w20project.org. Last week, the Port of Moses Lake delegation met with staff from the offices of Senator Maria Cantwell, Senator Patty Murray, Congressman Dan Newhouse, as well as officials from the Department of Energy (DOE), Intergovernmental Affairs, Department of Interior, Bureau of Land Management (BLM), and U.S. Bureau of Reclamation (USBR) Water.

The W20 Project is an initiative with strong local and regional support — was the primary focus of the visit. The Port is planning to submit a Fiscal Year 2027 Congressionally Directed Spending request for \$1 million through the offices of Senator Maria Cantwell and Congressman Dan Newhouse to fund planning and predesign work. Port officials said discussions are already underway about larger funding opportunities, including a Water Resources Development Act (WRDA) request submitted

by Port partner, Accelerate Strategies, seeking authorization of \$25 million through the Army Corps of Engineers.

The next stakeholder meeting in regards to the W20 Project will be held on March 30th at the Ephrata Bureau of Reclamation office.

MLIRD BOARD REPORT

Executive General Manager Sam Castro gave a brief update on the monthly business of the District.

- Lake level was 1043.90 feet
- Lakeshore Cleanup will be held on Saturday, March 21, 2026 from 8:00am to 12:00pm
- Connelly Park will open for the season on April 8, 2026 and will continue to be closed on Monday's and Tuesday's for maintenance.
- 2026 Carp Classic will be held at Connelly Park on May 16, 2026.
- Vintage Test and Tune will also be held at Connelly Park on August 28 and August 29, 2026.
- USBR will begin filling the canals on March 22, 2026. The Moses Lake North Dam gates will be closed on April 6, 2026. The USBR's full pool target for 2026 is 1047.5 by June 1, 2026.
- There will be a Special Board Meeting for the annual Board training with Clear Risk Solutions on April 14, 2026 from 4:00pm to 5:00pm.

EXECUTIVE SESSION

The Board went into Executive Session at 6:15 PM to receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge; as authorized by RCW 42.30.110 (1)(f). Possible action may be taken after Executive Session. The expected time was 10 minutes, and the Board was to return approximately at 6:25 PM.

The Board extended Executive Session for an additional 5 minutes and the expected time to return was 6:30 PM.

The Board entered back into Regular Session at 6:30 PM.

No action was taken.

ACTION ITEMS

Director Meise made a motion to ratify the Interlocal Agreement with Big Roche-A-Cri Lake District. Vice President Ketterer seconded the motion. The motion carried unanimously. The motion carried unanimously.

RESOLUTIONS

Resolution 2026-003 – Director's Compensation

In February 2025, MLIRD staff was researching RCW's when it was brought to the attention that in January 1, 2024, compensation for the Director's shall be adjusted based on the consumer price index and every 5 years thereafter.

Discussion took place on whether the Board should make the adjustment for the months beginning January 1, 2024 or make the adjustment starting the beginning of this year January 1, 2026.

Director Dexter made a motion to approve Resolution 2025-003 with the adjustment retroactive to January 1, 2024.

Motion died for lack of a second.

Vice President Ketterer made a motion to approve Resolution 2026-003 with the Director’s compensation adjustment effective the next regular board meeting on April 14, 2026. Director Meise seconded the motion. The motion carried unanimously.

Resolution 2026-004 – Authorizing the Purchase of a 2024 ILH250 Aquatic Plant Harvester, Trailer, Conveyor, and Upgrades and Waiving the Competitive Bidding Requirement Due to Special Market Conditions, Pursuant to RCW 39.04.280

Director Meise made a motion to approve Resolution 2026-004. Director Perry seconded the motion. The motion carried unanimously.

ADJOURNMENT

Director Perry made a motion to adjourn the meeting. Director Dexter seconded the motion. The motion carried unanimously. The meeting was adjourned at 7:03 PM.

Richard Teals, President

Joe Ketterer, Vice President

Kris Dexter, Director

Chuck Perry, Director

Fred Meise, Director

By: _____
Secretary of the Board of Directors
Sam Castro, C.P.O.

April 14, 2026 Check Register

Number	Payee	Account	Splits	Payment	Deposit
19894	VOID	VOID		\$0.00	
19895	Kelley Create	-split-		\$237.63	
		103101 · Office Supplies	-\$201.99		
		103101 · Office Supplies	-\$35.64		
19896	Third Day Creations, LLC	-split-		\$136.98	
		103100 · General Supplies & Materials	-\$116.43		
		103100 · General Supplies & Materials	-\$20.55		
19897	City of Moses Lake	-split-		\$404.29	
		104700 · Utilities	-\$39.03		
		104700 · Utilities	-\$6.89		
		104700 · Utilities	-\$304.61		
		104700 · Utilities	-\$53.76		
19898	Grant County Public Utility District	-split-		\$126.33	
		104700 · Utilities	-\$107.38		
		104700 · Utilities	-\$18.95		
19899	Health Care Authority			\$10,816.17	
19900	Grant County Treasurer	-split-		\$4,000.00	
		RENTS AND LEASES	-\$3,600.00		
		RENTS AND LEASES	-\$400.00		
19901	Neal Welbourne	-split-		\$9,000.00	
		104199 · Professional Services	-\$7,650.00		
		104199 · Professional Services	-\$1,350.00		
19902	North 40 Outfitters	-split-		\$211.76	
		104802 · Connelly Park Operations 87.84	-\$180.00		
		104802 · Connelly Park Operations 87.84	-\$31.76		
19903	Tetra Tech, Inc.	-split-		\$7,860.50	
		104199 · Professional Services	-\$6,681.43		
		104199 · Professional Services	-\$1,179.07		
19904	Sam Castro	-split-		\$3,143.83	
19905	Verizon	-split-		\$220.32	
		104201 · Communications	-\$187.27		
		104201 · Communications	-\$33.05		
19906	J.R. Newhouse & Company PLLP	-split-		\$396.00	
		104101 · Accounting & Auditing Services	-\$336.60		

		104101 · Accounting & Auditing Services	-\$59.40		
19907	Washington State Department of Health	-split-		\$400.00	
		104802 · Connelly Park Operations 87.84	-\$340.00		
		104802 · Connelly Park Operations 87.84	-\$60.00		
19908	GrayMar Environmental Services, Inc.	-split-		\$462.01	
		106503 · Moses Lake North Dam 87.03	-\$392.71		
		106503 · Moses Lake North Dam 87.03	-\$69.30		
DEPOSIT	DEPOSIT	100003 · County General Fund			\$404,497.73
19909	Grant County Public Utility District	-split-		\$877.23	
		104700 · Utilities	-\$561.96		
		104700 · Utilities	-\$99.17		
		104802 · Connelly Park Operations 87.84	-\$183.68		
		104802 · Connelly Park Operations 87.84	-\$32.42		
WIRE TRANSFER	North Star Waterway Management	-split-		\$151,000.00	
		106400 · Replace Equipment	-\$128,350.00		
		106400 · Replace Equipment	-\$22,650.00		
19910	Local Tel Communications	-split-		\$211.63	
		104201 · Communications	-\$179.89		
		104201 · Communications	-\$31.74		
19911	Moses Lake Chamber of Commerce	-split-		\$465.00	
		104902 · Dues/Subscriptions/Membership	-\$395.25		
		104902 · Dues/Subscriptions/Membership	-\$69.75		
19912	Western Pacific Engineering & Survey, Inc	-split-		\$1,300.00	
		104802 · Connelly Park Operations 87.84	-\$1,105.00		
		104802 · Connelly Park Operations 87.84	-\$195.00		
19913	Columbia Basin Herald	-split-		\$544.86	
		104400 · Advertising	-\$463.13		
		104400 · Advertising	-\$81.73		
19914	ALSCO, Inc.	-split-		\$284.62	
		104810 · Office R&M	-\$241.93		
		104810 · Office R&M	-\$42.69		
19915	CHS Inc.	-split-		\$606.71	
		103112 · Fuel	-\$321.79		
		103112 · Fuel	-\$56.79		
		103112 · Fuel	-\$138.47		
		103112 · Fuel	-\$24.44		
		103200 · Heavy Equipment Fuel	-\$19.62		

		103200 · Heavy Equipment Fuel	-\$3.46	
		104803 · Connelly Park Fuel 87.84	-\$35.82	
		104803 · Connelly Park Fuel 87.84	-\$6.32	
19916	Eugene B. Welch	-split-		\$3,750.00
		104199 · Professional Services	-\$3,187.50	
		104199 · Professional Services	-\$562.50	
19917	City of Moses Lake	-split-		\$404.29
		104700 · Utilities	-\$39.03	
		104700 · Utilities	-\$6.89	
		104700 · Utilities	-\$304.61	
		104700 · Utilities	-\$53.76	
19918	North 40 Outfitters	-split-		\$40.12
		104802 · Connelly Park Operations 87.84	-\$34.10	
		104802 · Connelly Park Operations 87.84	-\$6.02	
19919	Ziggy's	-split-		\$225.79
		104802 · Connelly Park Operations 87.84	-\$191.92	
		104802 · Connelly Park Operations 87.84	-\$33.87	
19920	WA State Department of Retirement Systems	-split-		\$25.00
19921	Washington Trust Bank	-split-		\$3,298.28
		104201 · Communications	-\$201.42	
		104201 · Communications	-\$35.55	
		103101 · Office Supplies	-\$95.39	
		103101 · Office Supplies	-\$16.83	
		106502 · Special Projects 87.84	-\$348.36	
		106502 · Special Projects 87.84	-\$61.47	
		103100 · General Supplies & Materials	-\$336.60	
		103100 · General Supplies & Materials	-\$59.40	
		103122 · Vehicle R & M	-\$45.38	
		103122 · Vehicle R & M	-\$8.01	
		104902 · Dues/Subscriptions/Membership	-\$13.82	
		104902 · Dues/Subscriptions/Membership	-\$2.44	
		104802 · Connelly Park Operations 87.84	-\$1,167.62	
		104802 · Connelly Park Operations 87.84	-\$206.05	
		103500 · Small Tools	-\$129.10	
		103500 · Small Tools	-\$22.78	
		104311 · Employee Training & Testing	-\$233.94	
		104311 · Employee Training & Testing	-\$41.28	

		184001 · Board & Elections	-\$42.49		
		184001 · Board & Elections	-\$7.50		
		103170 · Water Quality/Irrg./Supplies	-\$189.42		
		103170 · Water Quality/Irrg./Supplies	-\$33.43		
19922	Grant County Public Utility District	-split-		\$136.78	
		104700 · Utilities	-\$116.26		
		104700 · Utilities	-\$20.52		
19923	Express Employment, Inc.-Moses Lake	-split-		\$114.28	
		104907 · Contract Labor 87.84	-\$97.14		
		104907 · Contract Labor 87.84	-\$17.14		
19924	Neal Welbourne	-split-		\$9,500.00	
		104199 · Professional Services	-\$8,075.00		
		104199 · Professional Services	-\$1,425.00		
19925	WA State Department of Retirement Systems			\$4,788.73	
19926	Grant County Treasurer	-split-		\$9,098.11	
		104910 · Taxes & Assessments	-\$7,733.39		
		104910 · Taxes & Assessments	-\$1,364.72		
			Total :	\$224,087.25	\$404,497.73



**Moses Lake Irrigation &
Rehabilitation District**

932 E Wheeler Road
Moses Lake, WA 98837
(509) 765-8716

Staff Report April 14, 2026

Special Meeting 4:00 PM

- ✚ Clear Risk Solutions Annual Board Training – Wes Crago

Regular Meeting 5:00 PM

- ✚ **Resolution 2026-003 - AMENDED** Adjustment of Director's Compensation
- ✚ **Resolution 2026 -005** Closing of Connelly Park During Emergency Events - 25 MPH Winds
- ✚ **Resolution 2026-006** Drone Policy, Drone Fly Over March 20, 2026, Authorization
- ✚ **Resolution 2026-007** Special Market Condition Purchase of 932 E. Wheeler Rd.

- ✚ **Executive Session – RCW 42.30.110**

- USGS Lake Level Ft _____
- RFP - 2026 MLIRD Aquatic Treatment Plan Out for Bid, Deadline April 30, 2026
- Lakeside Cleanup Saturday, March 21, 2026 (1.5 Tons of Waste Collected)
- W-20 BOR March 30th @ 1:00 PM Meeting Update
- North Dam Gate Closed Monday, April 6, 2026
- Public Notice – CBH, Watershed, MLIRD Water Level Notice Reaching 1047.5
- Connelly Park Opens April 8, 2026
- Carp Tournament Connelly Park May 16, 2026
- Test & Tune – August 28 & 29
- Bylaws & Governance Policy Review – No Changes

**MOSES LAKE IRRIGATION AND REHABILITATION DISTRICT
RESOLUTION 2026-003**

Adjustment of Director’s Compensation to reflect RCW 87.03.460

WHEREAS, at the regular scheduled meeting of the Board of Directors of the Moses Lake Irrigation and Rehabilitation District held on April 14, 2026, at 5:00 p.m., the Board, acting pursuant to the authority granted under RCW Titles 87.03 and 87.84, unanimously approved the following resolution, which supersedes Resolution 2009-005.

WHEREAS, with changes made to RCW 87.03.460, the dollar thresholds established in this RCW section must be adjusted for inflation by the office of financial management every five years, beginning January 1, 2024.

WHEREAS, this RCW change was not made aware to MLIRD until the end of February 2026 and prompted the creation of this Resolution.

WHEREAS, starting January 1, 2026, the Directors *shall* each receive one hundred and sixty-one dollars (\$161) for each day or portion thereof spent by a director for such actual attendance at official meetings of the district, or in performance of other official services or duties on behalf of the district, with compensation for each director not to exceed \$15,456.00 (fifteen thousand dollars four hundred fifty-six dollars) per year.

WHEREAS, the Directors compensation will be adjusted again come January of 2029 for inflation by the office of financial management and every five years moving forward.

WHEREAS, current sitting Directors *may* be compensated for the difference of seventy-one dollars (\$71) for each day or portion thereof spent by a director for such actual attendance at official meetings of the district, or in performance of other official services or duties on behalf of the district in accordance with RCW 87.03.460 starting on January 1, 2024 to December 31, 2025.

WHEREAS, pursuant to RCW 87.03.460 (2) Any director may waive all or any portion of his or her compensation payable under this section as to any month or months during his or her term of office, by a written waiver filed with the secretary as provided in this section. The waiver, to be effective, must be filed any time after the director's election and prior to the date on which the compensation would otherwise be paid. The waiver shall specify the month or period of months for which it is made.

DULY ADOPTED in a regularly scheduled open public meeting on this 14th day of April 2026.

Richard Teals, President

Joe Ketterer, Vice President

Kris Dexter, Director

Chuck Perry, Director

Fred Meise, Director

Sam Castro, Secretary of the Board
& Executive General Manager

MOSES LAKE IRRIGATION AND REHABILITATION DISTRICT

RESOLUTION 2026-005

AUTHORIZING THE CLOSURE OF CONNELLY PARK DURING EMERGENCY EVENTS

WHEREAS, the Moses Lake Irrigation and Rehabilitation District (MLIRD), by resolution, will close Connelly Park to the public during high-wind events exceeding 20 mph, fires, or other hazardous situations by MLIRD Staff; and

WHEREAS, MLIRD will close Connelly Park to the public during the above mentioned situations to protect the safety of the public and MLIRD employees; and

WHEREAS, MLIRD will provide notification of the emergency closures through MLIRD’s website at mlird.org; and

NOW, THEREFORE, BE IT RESOLVED that the Moses Lake Irrigation & Rehabilitation District, adopt the closure of Connelly Park to the public during emergency events.

DULY ADOPTED in a regularly scheduled open public meeting this 14th day of April 2026.

Richard Teals, President

Kris Dexter, Director

Joe Ketterer, Vice President

Fred Meise, Director

Chuck Perry, Director

Sam Castro, C.P.O.
Secretary of the Board of Directors

**MOSES LAKE IRRIGATION AND REHABILITATION DISTRICT
MLIRD RESOLUTION 2026-006**

**ADOPTING POLICIES AND PROCEDURES FOR OPERATING A DRONE OR SMALL
UNMANNED AIRCRAFT SYSTEMS (SUAS)**



Effective April 14, 2026

**RESOLUTION 2026-006 re ADOPTING POLICIES AND PROCEDURES FOR
OPERATING A DRONE OR SMALL UNMANNED AIRCRAFT SYSTEMS (SUAS)
Created By: Sam Castro, C.P.O. – Executive General Manager**

Table of Contents

PURPOSE AND SCOPE	3
POLICY STATEMENT	3
DEFINITIONS	3
PROTECTION OF CIVIL RIGHTS AND PRIVACY	4
ADMINISTRATION	5
ORGANIZATION	5
OPERATIONS	5
SAFETY	6
TRAINING	6
EQUIPMENT	7
MAINTENANCE	7
RETENTION AND PUBLIC DISCLOSURE OF AERIAL IMAGING	7
ACCIDENT REPORTING AND REVIEW	7
PLANNED DEPARTMENT USES	8
CITATIONS AND REFERENCES	8

UNMANNED AIRCRAFT SYSTEMS POLICY

Moses Lake Irrigation and Rehabilitation District is dedicated to embracing technologies that help improve its services while protecting the public interests.

1. PURPOSE AND SCOPE:

The purpose of the Moses Lake Irrigation and Rehabilitation District Unmanned Aerial System (UAS) is to support and augment MLIRD's operations, through improved efficiency with aerial equipment and create new opportunities to provide for the health, safety and welfare of the public and MLIRD staff. This UAS Policy and associated procedures are intended to ensure the safe and responsible operation of MLIRD's unmanned aircraft, regardless of the nature of the mission.

2. POLICY STATEMENT:

Unmanned Aerial Systems provide MLIRD with the ability to safely and cost-effectively augment services, improve efficiency of various tasks and improve the safety of the public and staff. We believe it prudent to maintain personnel trained in the use of unmanned aircraft systems and to use this resource to protect life and property and to support providing services. MLIRD's staff are authorized to utilize the UAS and associated technologies when it provides cost efficiency, improved data quality, or improved personnel safety over an existing method or process. Examples of permitted uses include, but are not limited to, aerial photography, photogrammetry, lake inspections, geotechnical field investigations, Light Detection and Ranging (LiDAR) applications, public outreach, mapping construction sites and conditions, and disaster response/training exercises. Nothing in this policy shall be construed as to restrict the safe, rapid deployment of a MLIRD-owned or contracted UAS in response to an emergency or exigent situation to protect life and limb, critical dam and infrastructure. Safety and privacy concerns are priorities in the implementation of the program.

3. DEFINITIONS:

AGL: Above Ground level.

COA: Certificate of Waiver or Authorization issued by the FAA granting permission of the requesting agency operating as public aircraft for a specific UAS activity.

FAA: Federal Aviation Administration.

FARs: Federal Aviation Regulations. For the purpose of conducting civil (s)UAS operations this is generally 14 CFR Part 107 and Advisory Circular 107-2.

GCS: Ground Control System — System of personnel and equipment which controls the UAV flight operation and sends and receives data or media during a UAS Mission.

NAS: National Air Space

Non-Participant: A person not involved in the event or operation, however in the area of or directly affected by the UAS flight or operation such as members of the media or bystanders.

(s)UAS: (Small) Unmanned Aircraft System [14 CFR Part 107] — UAV, GCS, flight cameras, data and media collection systems. A (s)UAS is greater than .55lbs and less than 55lbs in flight.

UAS Flight Team: The group of individuals responsible for the implementation of any UAS Mission authorized by this policy. This includes at minimum one UAV PIC and one UAV Observer. This may also include UAV PMC.

UAS Mission: A Flight operation performed by a UAV including planning, pre-flight operations, deployment, operation of the UAV and post-flight operations.

UAS Program Manager: Person designated by MLIRD's Executive Manager to manage and implement the UAS Program.

UAS Participant: A person participating in an event under MLIRD's operations with an ongoing UAS Mission.

UAV: Unmanned Aerial Vehicle (a.k.a. Drone).

UAV Observer: Visual Observer — Person acting as safety officer in direct contact with UAV PIC and UAV PMC during UAS mission responsible for relaying observations and hazards to the UAV PMC and to maintain situational awareness of GCS environment and UAV flight environment.

UAV PIC: Pilot in Command — UAV Pilot remotely in control of a MLIRD UAV and is the final authority over UAV operations during a UAS Mission, provided that all missions will be conducted in accordance with approved Project guidelines and parameters. A UAV PIC must be in control or able to immediately take manual control of a UAV in flight at all times and must be certified under MLIRD's UAS Program to be a PIC for UAS Missions and hold a valid FAA Remote Pilot Certification with a (s)UAS rating.

UAV PMC: Person Manipulating Controls — Person certified through MLIRD's UAS Program to operate a UAV in flight during a UAS Mission. The PMC must have a valid FAA Remote Pilot Certification with a (s)UAS rating or be under the direct supervision of a PIC who has the ability to immediately take manual control a UAV in flight at all times.

Unprocessed UAV Data: digital data collected by a UAV during UAS missions that is still in its original and unaltered state.

4. PROTECTION OF CIVIL RIGHTS AND PRIVACY:

UAS Program Manager and all UAS Flight Team members will ensure the protection of civil rights and reasonable expectations of privacy are key components in any decision to deploy the UAV. UAS Program Manager and all UAS Flight Team members will minimize the extent that UAV operations intrude on the citizens of Moses Lake and Grant County, by taking precautions to avoid capturing images of the public except those that are incidental to the project.

- a. UAS Program Manager and all UAS Flight Team members will limit operations to the specific approved purpose of the project.
- b. All videos and still images will be maintained in strict compliance with MLIRD's policies and procedures.

- c. The Moses Lake Irrigation and Rehabilitation District UAS program will operate strictly within the current federal, state and local laws and regulations.
- d. Moses Lake Irrigation and Rehabilitation District will not share Unprocessed UAV Data or with other Local Governments, State agencies or Federal agencies unless such sharing is specified within the original purpose of the UAS mission or if such sharing has been directed by Moses Lake Irrigation and Rehabilitation District Board of Directors.

5. ADMINISTRATION:

- a. The policies and procedures contained in this document are issued by the authority of the Moses Lake Irrigation and Rehabilitation District Board of Directors.
- b. This manual is considered a supplement to existing FAA regulations and policy, Washington State regulations and UAV aircraft manufacturer's flight operations manual.
- c. This manual will be reviewed annually and updated when other rules, regulations or policy require changes or when changes are deemed necessary.

6. ORGANIZATION:

- a. UAV operated by Moses Lake Irrigation and Rehabilitation District are considered "Public Aircraft Operations" by the FAA. FAA Regulation 14 CFR Part 107 and Advisory Circular 107-2 and/or the COA issued by the FAA is the authority that grants Moses Lake Irrigation and Rehabilitation District operating authority in the NAS.
- b. Supervision and command of the Moses Lake Irrigation and Rehabilitation District UAS program is conducted by the UAS Program Manager (**Executive General Manager**). All UAS Flight Team members will be trained in accordance with MLIRD's Training Standards and be issued a copy of this UAS Operations and Policy manual.

7. OPERATIONS:

- a. UAS missions will operate within the limitations of the FAA Regulation 14 CFR Part 107 and Advisory Circular 107-2 and/or the COA issued by the FAA.
- b. The Moses Lake Irrigation and Rehabilitation District UAS program will operate strictly within the current laws and regulations.
- c. All UAS missions will consist of a UAS Flight Team. Under no circumstances will a pilot attempt to complete a deployment alone without an observer.
- d. Air Support mission briefings and Risk Assessments will be completed and briefed prior to each flight.

- e. Pre-flight and post-flight inspections of the UAV will be completed by the UAS Flight Team using the manufacturer's operator's manual. Pre-flight inspection and any discrepancies will be logged in the UAV logbook.
- f. Pre-flight, in-flight and post-flight checklists will be developed and used.

8. SAFETY:

- a. Employees involved in MLIRD's-owned UAS operations shall comply with pertinent MLIRD Safety/Personnel policies and FAA safety regulations.
- b. Employees requiring assistance complying with FAA safety regulations shall consult with the UAS Program Manager.
- c. It is the duty of every member of the UAS Flight Team to contribute to the goal of continued safe operations. This contribution may come in many forms and includes always operating in the safest manner possible and never taking unnecessary risks.

9. TRAINING:

- a. The UAS Program Manager will oversee the UAV Training Program.
- b. All UAS Flight Team members will have a training folder located at the UAS Program Manager's office that includes certificates of training and training documentation.
- c. UAV Observers must complete sufficient training to communicate to the pilot any instructions required to remain clear of conflicting traffic. This will include knowledge of the rules and responsibilities described in 14 CFR 91.111, *Operating Near Other Aircraft*; 14 CFR 91.113, *Right-of-Way Rules; Except Water Operations*; and 14 CFR 91.155, *Basic VFR Weather Minimums*; knowledge of air traffic and radio communications, including the use of approved ATC/pilot phraseology; and knowledge of appropriate sections of *the Aeronautical Information Manual*.
- d. Recurrent Training. UAV PIC and PMC who do not have documented flight time within 180 days will demonstrate proficiency in their duties to the UAS Program Manager or a UAV PIC/PMC who is current and proficient. PIC's must demonstrate three takeoffs and three landings of the specific UAV in the previous 180 days to remain current. Currency flights may be supervised by the UAS Program Manager or another current UAV PIC/PMC. All mission deployments, including practice or training flights, will be documented and counted towards an operator's UAV flight experience. An FAA aeronautical knowledge test must be passed and documented every 24 months.
- e. Crew Resource Management Training (CRM). All UAS Flight Team members will complete the Moses Lake Irrigation and Rehabilitation District Crew Resource Management initial training and annual CRM training. CRM for UAS Flight Team members will emphasize situational awareness and effective communication during each UAV flight operation.

10. EQUIPMENT:

- a. Moses Lake Irrigation and Rehabilitation District UAS equipment will be managed under the Executive General Manager.
- b. The UAS Program Manager will be responsible for ensuring all users of the equipment have appropriate levels of training, verifying certifications and ensuring the UAS is properly maintained.
- c. All supporting software, equipment registrations, radio licensing or other federal programs and requirements will be obtained or monitored by the UAS Program Manager.
- d. UAS Procurement shall be in accordance with the current Moses Lake Irrigation and Rehabilitation District Purchasing and Procurement Policy.

11. MAINTENANCE:

- a. Pre-flight and post-flight inspections of the UAV will be completed by the UAS Flight Team using the manufacturer's operator's manual.
- b. Pre-flight, in-flight and post-flight checklists will be developed and used by the UAV PIC.
- c. Discrepancies noted during pre-flight or post-flight inspections will be noted in the UAV logbook.
- d. Scheduled and unscheduled maintenance on the UAV will be performed in accordance with the manufacturer's guidelines.

12. RETENTION AND PUBLIC DISCLOSURE OF AERIAL IMAGING:

- a. Aerial imaging shall be retained in accordance with the provisions of [RCW 40.14](#).
- b. Public requests for UAS aerial imaging shall be processed in accordance with Moses Lake Irrigation and Rehabilitation District disclosure policy and the provisions of [RCW 42.56](#) and/or federal guidelines that supersede state law/requirements.
- c. Aerial imaging retention schedules shall be based upon the Washington Secretary of State — Washington State Archives most current Common Records Retention Schedule (CORE).

13. ACCIDENT REPORTING AND REVIEW:

The FAA requires the following:

§ 107.9 Accident Reporting. No later than 10 days after an operation that meets the criteria of either paragraph (a) or (b) of this section, a remote pilot in command must report to the Federal Aviation Administration in a manner acceptable to the Administrator, any operation of the small, unmanned aircraft involving at least:

- a. Serious injury to any person or any loss of consciousness; or

b. Damage to any property, Other than the small, unmanned aircraft, unless one of the following conditions is satisfied:

1. The cost of repair (including materials and labor) does not exceed \$500; or
2. The fair market value of the property does not exceed \$500 in the event of total loss.

The FAA has an online reporting tool for the purpose of reporting these accidents.

14. PLANNED USES:

	<ul style="list-style-type: none">- <i>Construction Management:</i> Inspection of projects, documentation of areas of erosion and production of informational materials for progress reports and completed projects.- <i>Disaster Response & Recovery:</i> Capture of aerial views and reconnaissance of affected natural areas, properties, or assets in the event of a disaster.- <i>Inspections:</i> Survey and inspection of North Dam, Drumheller Dam, Moses Lake, MLIRD property, infrastructure, and Connely Park.- <i>Surveying & Mapping:</i> Public Asset management for all topographic mapping projects, provision of base imagery for topographic data collection, creation of supplemental Digital Elevation Models, support of field work, review of as-built plans, and inspection of inaccessible or hazardous locations.- <i>Marketing and Public Outreach:</i> Capture of video and still images of infrastructure and facilities to produce media for education and outreach purposes.
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15. CITATIONS & REFERENCES:

FAA REGULATIONS: The FAA has developed regulations on the use of drones. For more information, please refer to their website at: <https://www.faa.gov/uas/>

PEND OREILLE COUNTY: The website published Pend Oreille County Public Works Drone Policy was utilized to prepare the Moses Lake Irrigation and Rehabilitation District Policy. Pend Oreille County is a recognized leader in drone technology, please refer to their website at: <https://pendoreilleco.org/wp-content/uploads/2018/01/R-2018-02-Pend-Oreille-County-Drone-Policy.pdf>

WHEREAS, the Board of Directors of MLIRD has determined that a drone policy and resolution is necessary; and

WHEREAS, the Board of Directors recognizes the laws that must be adhered to;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Moses Lake Irrigation and Rehabilitation District, that the District is hereby authorized to purchase a drone under the terms and conditions contemplated herein.

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately upon its adoption.

DULY ADOPTED at a regularly scheduled open public meeting of the Board of Directors of the Moses Lake Irrigation and Rehabilitation District on this 14th day of April 2026.

Richard Teals, President

Kris Dexter, Director

Joe Ketterer, Vice President

Fred Meise, Director

Chuck Perry, Director

Sam Castro, C.P.O.
Secretary of the Board of Directors

MOSES LAKE IRRIGATION AND REHABILITATION DISTRICT

RESOLUTION 2026-007

AUTHORIZING THE SPECIAL MARKET CONDITION PURCHASE OF 932 E WHEELER ROAD, MOSES LAKE, WA PURSUANT RCW 39.04.280

WHEREAS, the Moses Lake Irrigation and Rehabilitation District (“MLIRD”), acting by and through its Board of Directors, has determined that it is necessary and appropriate to authorize the purchase of certain real property located at 932 E Wheeler Road, Moses Lake, Washington, due to a special market condition affecting the purchase price of \$1,546,726.28; and

WHEREAS, the offer to purchase said property from a private party was time-sensitive in nature; and

WHEREAS, the Board of Directors of MLIRD has determined that ownership of an office building is necessary to meet the present and future operational needs of the District; and

WHEREAS, the Board of Directors has determined that the full purchase price for the property shall be paid in full no later than December 31, 2027;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Moses Lake Irrigation and Rehabilitation District, that the District is hereby authorized to purchase real property located at 932 E Wheeler Road, Moses Lake, Washington, under the terms and conditions contemplated herein.

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately upon its adoption.

DULY ADOPTED at a regularly scheduled open public meeting of the Board of Directors of the Moses Lake Irrigation and Rehabilitation District on this 14th day of April, 2026.

Richard Teals, President

Kris Dexter, Director

Joe Ketterer, Vice President

Fred Meise, Director

Chuck Perry, Director

Sam Castro, C.P.O.
Secretary of the Board of Directors

RESOLUTION 2026-007 re AUTHORIZING THE SPECIAL MARKET CONDITION PURCHASE OF 932 E WHEELER ROAD, MOSES LAKE, WA PURSUANT RCW 39.04.280

Moses Lake Irrigation and Rehabilitation District (MLIRD)

BYLAWS AND GOVERNANCE POLICY

April 14, 2026

Philosophy Statement

Operating principles define the beliefs, values, and methods of working together. Successful organizations emanate from effective and dynamic leadership. To assure quality of operations, leaders must agree on basic ways of working together. The MLIRD board is more effective when it is able to integrate constructively the diversity of its members into a strong, dynamic voice for the quality conditions of Moses Lake. The difference between diverse and divided boards is that a diverse board is able to express diversity without questioning one another’s motives while a divided board can find no way to reconcile differences and is unable to govern effectively.

We must agree on both philosophical and practical ways of working together to achieve the common goals.

To that end, the MLIRD Board has adopted the following operating principles. We agree the board shall review this document on an annual basis, make any needed additions or changes and reaffirm support by re-signing this working agreement.

President: _____ **Date:** _____

Vice President: _____ **Date:** _____

Director: _____ **Date:** _____

Director: _____ **Date:** _____

Director: _____ **Date:** _____

Table of Contents

<u>Policy</u>	<u>Title</u>	<u>Page</u>
1	Purpose of the Board of Directors	4
2	Board Member Job Description	4
3	Regular Meeting Schedule and General Meeting Rules	5
4	Presiding Officer	6
5	Board Meeting Agenda	7
6	Motions	8
7	Voting	9
8	Audience Participation (Address the Board)	9
9	Executive Sessions	10
10	Criminal Convictions & Violations of the Code of Ethics	11
11	Preserving the Attorney Client Privilege	11
12	Good Faith Cooperation with Insurance Carrier	11
13	Ultra Vires Actions	12
14	Violations of Board Rules of Proceedings	12
15	Role of Board President or Designee	12
16	Board Members Code of Conduct	13
17	Board Training and Orientation	16
18	Board Review of District Public Records	17
19	Board Committees	17
20	Unity of Control	18
21	Board – Manager Relationship	19
22	Board – General Counsel Relationship	20
23	Delegation to the Manager	21
24	Budget & Procurement Authority	22
25	Financial Policies	23
26	Amendment to These Rules	23

1. Purpose of The Board of Directors

- A. The Directors are the legislative and executive body of MLIRD, pursuant to RCW Chapters 87.03 and 87.84, and all other applicable statutes and laws. The powers of the District are exercised by and through the five-member Board of Directors.
- B. The purpose and responsibility of MLIRD on behalf of the citizens within District boundaries is encompassed by the District's Mission Statement: "The Moses Lake Irrigation and Rehabilitation District is devoted to operate and maintain Moses Lake as an irrigation impoundment, and to improve the water quality of Moses Lake. It is MLIRD's goal to enhance the recreational aspects of the lake and to rehabilitate the lake to further the health, welfare and quality of life of the citizens that surround it as authorized by RCW 87.84"
- C. Director duties include but are not limited to:
 - 1. Provide strategic leadership.
 - 2. Adhere to standards needed to govern with excellence in preparing for meetings, attending meetings, and policy making principles.
 - 3. Operate by Robert's Rules of Order.
 - 4. Adhere to and enforce public meeting codes of conduct.
 - 5. Hire, evaluate and terminate the Manager.
 - 6. Hire, evaluate and terminate the General Counsel.
 - 7. Review and approve the budget in a timely manner.
 - 8. Adopt policy during regularly scheduled public meetings.
 - 9. Be proactive rather than reactive.
 - 10. Rely upon the expertise and diversity of its individual members to enhance the ability of the Board as a body.

2. Board Member Job Description

- A. The specific duties of the Board as elected representatives are to ensure appropriate organizational performance, and specifically:

1. Regularly attend Board meetings, special meetings and the annual meeting.
2. Adopt the District's budget on an annual basis.
3. Enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, preparation for meetings, respect of roles and ensuring the continuance of governance capability.
4. Maintain written policies to ensure a high quality of governance and clear direction and roles in decision-making between the Board and Manager.
5. Respect their individual fiduciary duties to protect and enhance the District with due diligence using sound business judgment.
6. Hire the Manager to handle the day-to-day operations of the District.
7. Community relations shall be an ongoing activity for all Board members.
8. Take such other actions as may be required by law.

3. Regular Meeting Schedule and General Meeting Rules

- A. The MLIRD Board's regular monthly meetings are held at 5:00 p.m. on the second Tuesday of each month at the MLIRD office.
- B. Board members may attend Board meetings by telephone provided:
 - (1) The member shall provide advanced notice to the President and Manager of the need to set up a speaker phone for the meeting, and
 - (2) There is a speakerphone and connection of sufficient quality to allow those attending in person to understand the member attending by phone and to allow the member attending by phone to understand the persons who are attending in person. The member attending by phone shall ensure that he or she is in a location where confidentiality is maintained for any executive session.
- C. The Board may excuse an absent member by a majority vote. The Secretary to the Board will note in the minutes whether the Director's absence was excused or unexcused.

- D. Minutes of the Board meetings, except executive sessions, shall be kept by the Secretary of the Board (or the Secretaries designee), and shall be entered in a book constituting the official record of the Board. All Board meetings and workshops, except executive sessions, may be audio recorded and retained in accordance with State retention guidelines.
- E. Right of Floor: Any Director desiring to speak shall first be recognized by the President.
- F. Decorum: All members, employees, and members of the public shall preserve order, decency, and decorum at all times during Board meetings. No member shall, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Board nor disturb any member who is speaking. No member shall refuse to obey a lawful order of the President. Members shall confine their remarks to the subject under consideration. Discussion shall relate to the subject under consideration and shall be relevant and pertinent thereto so as to provide for the expeditious disposition and resolution of the District's business. No member shall use any impertinent, degrading or slanderous language about any other member, District staff, or any member of the public. There shall be no lectures, speeches or grandstanding.

4. Presiding Officer

- A. **President:** The President shall preside at meetings of the Board and be recognized as the head of the Board for all ceremonial purposes. In case of the President's absence or temporary disability, another Board Member shall act as President during the continuance of the absence. The President is referred to as the "Chair" or "Presiding Officer" from time-to-time in this Governance Policy.
- B. **Call to Order:** The meetings of the Board shall be called to order at the appointed time by the President or, in his absence, by another Board member.
- C. **Preservation of Order:** The President shall preserve order and decorum, prevent attacks on personalities or the impugning of members' or public motives, and confine members or the public in debate to the question under discussion.

- D. **Points of Order:** The President shall determine all points of order, subject to the right of any member to appeal to the Board. If any appeal is taken, the question shall be, “shall the decision of the President be sustained?”
- E. **Quorum:** A quorum shall consist of three members.
- F. **Questions to be stated:** The President shall state all questions submitted for a vote and announce the results. A roll call shall be taken upon request of any member.
- G. **President – Voting Powers:** The President shall vote on motions or other matters to be decided by the Board unless he or she has a conflict of interest. If the President has a conflict of interest, the President shall announce the conflict and shall abstain from discussion, debate and voting on an agenda item.

5. Board Meeting Agenda

- A. The Manager shall arrange a list of proposed matters according to the order of business and prepare an agenda for the Board and shall email it to the Board members by the end of Friday the week before the meeting. Board members other than the President may request that the President add agenda items. The President shall decide which, if any, additional items may be added to the preliminary agenda. A copy of the preliminary agenda and supporting materials shall be prepared for Board Members and the Manager and posted on the MLIRD website on or before the close of business on the Monday prior to the regular Board meeting in accordance with RCW 42.30.077. The preliminary agenda may be modified at the Board meeting. A matter may be added to the preliminary agenda at the board meeting at the discretion of the President or by majority vote of the Board.

At each regular Board meeting, time shall be set aside for any Board member, the Manager, or designee to bring before the Board any business that should be discussed or deliberated upon. Any Board member, the Manager, or designee will have the opportunity to discuss/recommend business for placement on future agendas.

- B. **Special Board Meetings:** The President may call a special Board meeting. If the President is unavailable, a majority of the Board

may call a special meeting. The President (or one of the majority) shall direct the Manager to prepare a notice of a special board meeting and identify the business to be transacted at the special board meeting. Except in the event of an emergency, the Manager shall post a notice of a special meeting and the business planned to be conducted and provide notice to any newspaper, radio, or television station that has filed a written request with MLIRD requesting notice of special meetings. Each special meeting agenda shall state that MLIRD may go into executive session if proper under RCW 42.30.110. The agenda for a special board meeting may not be amended or changed less than 24 hours before the beginning of the special meeting. The Agenda for a special Board meeting may not be changed or modified at the special Board meeting except in the event of an emergency.

- C. The Consent Agenda may contain items which are of a routine and noncontroversial nature and may include, but shall not be limited to, the following; meeting minutes, vouchers, travel, and contract performance acceptances. Any item on the Consent Agenda may be removed and considered separately as an agenda item at the request of any Board member. In the event of a natural disaster, attack, or notice of imminent attack, where it becomes imprudent, inexpedient, or impossible to conduct the affairs of the District at the regular or usual place, the Board may meet at any place within or without its district boundaries on the call of the President or any three members of the Board. After any emergency relocation, the affairs of the District shall be conducted at such emergency temporary location for the duration of the emergency (RCW 42.14.075).

6. Motions

- A. Directors who wish to make a motion must first be recognized by the presiding Officer. After the director makes a motion (and after the motion is seconded, if required,), the President must restate it or rule it out of order, then call for discussion.
- B. Most motions require a second, although there are some exceptions: nominations, points of order, requests to remove an item from the consent agenda, and motions to table. The President

will state the motion and call for the vote. A motion to table does not require a second and is not debatable.

- C. Motions for reconsideration must be made by a Board member from the prevailing side; any member may make a second. The following rules apply to motions for reconsideration: Motion must be in a timely manner but in no instance more than six (6) months after the original action. When (6) months have elapsed, any director may bring the item before the Board.

7. Voting

- A. The votes during all meetings of the board shall be transacted as follows:
 - 1. Unless otherwise provided for by the statute, ordinance, or resolution, all votes shall be taken by voice, except that at the request of any director, the Presiding Officer shall take a roll call vote. The Presiding Officer shall determine the order of the roll call vote.
 - 2. The passage of any motion or resolution shall require a majority vote of the directors.
 - 3. Board members shall vote on all matters before the Board unless a conflict of interest or other basis for disqualification exists. If there is a conflict of interest or basis for disqualification, that director shall describe for the record the conflict of interest or disqualification and abstain from discussion, debate and voting on that matter.

8. Audience Participation (Address the Board)

- A. **Agenda Items:** Anyone desiring to speak to the Board of Directors on an agenda item must sign the meeting register and indicate their desire to speak to the Presiding Officer at the beginning of the meeting when asked unless otherwise recognized by the President. When an agenda item is on the floor for discussion, the Presiding Officer will recognize such persons to address the Board. This will generally take place following a report and Board discussion on the agenda item. The length of discussion may be limited to reasonable length by the President.

- B. **Non-Agenda Items:** Anyone desiring to speak to the Board on a non-agenda item shall sign the meeting register and indicate their desire to speak to the Presiding Officer at the beginning of the meeting when asked. The Presiding Officer, at his or her discretion, may permit such persons to address the Board and may limit the time for comment as reasonable.
- C. **Manner of Addressing the Board:** Each person addressing the Board shall step up to the microphone where applicable; give his/her name and resident address and subject matter of comments in an audible tone of voice for the record. All comments shall be made to the entire Board and not to any single member nor to staff. Any questions for Board members or staff shall be presented through the Presiding Officer. The Board will determine the disposition of any issues raised (e.g., placed on the present agenda, workshop, other agendas, refers to staff, or do not consider). The length of discussion may be limited to reasonable length by the President.
- D. **Conduct of Audience:** All audience members shall abide by the rules of decorum. No audience member shall disrupt the conduct of the meeting or cheer, hoot, holler, gesture, whistle, guffaw, jeer, boo, hiss, make remarks out of turn, use profanity, or the like. Any audience member who does so shall be determined out of order and the Presiding Officer may have such person removed from the Board meeting room immediately. Such person shall not be permitted to attend the remainder of that Board meeting.

9. Executive Sessions

- A. If the Board convenes an executive session to discuss what is permitted by law in executive session, there is no valid reason to disclose publicly what was discussed and reviewed privately. Everything which is discussed during an executive session, and all written materials that are reviewed during an executive session, shall be considered and kept confidential and no Board member shall publicly disclose any such information. The Board finds that disclosing publicly what was discussed and reviewed during an executive session undermines the whole purpose of meeting in executive session. Public disclosure may be made only in the event that a majority of the Board votes to approve

the public disclosure prior to its disclosure. Any request for such a vote shall be first raised during an executive session for discussion purposes prior to a vote in open session. It is a crime for a board member or other person attending an executive session to disclose matters discussed in that executive session without prior action by the Board authorizing the disclosure.

10. Criminal Convictions & Violations of the Code of Ethics

- A. No Board member shall serve on the Board of Directors after having been convicted of any criminal violation of Chapter 42.23 RCW (as now enacted or hereafter amended) or any felony or malfeasance in office as prohibited by RCW 9.92.120 (as now enacted or hereafter amended). No member shall serve on the Board after having violated any of the provisions of Chapter 42.23 RCW (as now enacted or hereafter amended). No member shall serve on the Board after having been convicted of any offense involving a violation of his or her official oath RCW 42.12.010(5) (as now enacted or hereafter amended).

11. Preserving the Attorney Client Privilege

- A. No Board member shall make any disclosures or release any information which would result in the waiver of the attorney/client privilege without first obtaining the approval of a majority of the Board Members in open session. Accordingly, Board members are prohibited from saying “Our lawyer told us . . .” or other words that could be construed as a waiver of confidential communications, and any board member who makes such statements shall be subject to discipline by the Board. A request to waive attorney-client privilege shall first be raised during an executive session for discussion prior to a vote in open session.

12. Good Faith Cooperation with Insurance Carrier

- A. All Board members shall cooperate in good faith with any insurance carrier or attorney representing the District in connection with a defense provided by an insurance carrier.

13. Ultra Vires Actions (beyond one's legal power or authority)

- A. Board members shall not act ultra vires, or outside the scope of their authority and duties as Board members.

14. Violations of Board Rules of Proceedings

- A. This Governance Policy is adopted with the intent that they be fully enforceable and that violations thereof result in Board disciplinary action against members as provided herein, pursuant to RCW Title 87 and Title 42.23, as now enacted or hereafter amended, and as permitted under the common law. Any violation of this policy is deemed to constitute disorderly conduct by such member.
- B. Any claim of violation of the Governance Policy must be made in writing by a Board member and filed with the President and made a part of the minutes of the Board meeting where the charge is first considered.
- C. Board members violating any policy shall be subject to admonition for the first violation of a particular rule and reprimanded for subsequent violations.
- D. **Admonition:** An admonition shall be a verbal vote in an open session recorded in the minutes made by the Board to the member.
- E. **Reprimand:** A reprimand shall be administered to the member by letter. The letter shall be prepared by the Board after action in open session to approve such letter. If the member objects to the contents of such letter, he/she may file a request for review of the content of the letter of reprimand with the Board. The Board shall review the letter of reprimand based upon the request for review and any record established and may take whatever action appears appropriate under the circumstances.

15. Role of Board President or Designee

- A. Ensure that the Board jointly and consistently adheres to its own rules and policies and those imposed upon it by the laws of the State of Washington.

- B. Preside over and facilitate Board meetings.
- C. Ensure that deliberation is fair, open and thorough, but also timely, orderly and kept to the point.
- D. Preside over and facilitate all Board meetings in accordance with this Governance Policy, if not otherwise addressed here, the most current version of Roberts Rules of Order, as needed.
- E. Schedule and coordinate the annual process of evaluating the Manager.
- F. Schedule and coordinate the annual process of evaluating the General Counsel.
- G. Have no authority to supervise or administratively direct the Manager, apart from authority expressly granted to the Board President by the Board.
- H. Assume responsibility of the Board that is not specifically assigned to another Board member.
- I. Be allowed to delegate his or her authority but remains accountable for its use.
- J. Call special meetings of the Board in the event of a business need as provided for in RCW 42.30.080.
- K. Appoint a Board member to have all the powers and duties of the President in the absence or inability of the President to act.

16. Board Members Code of Conduct

- A. Board members shall conduct themselves in accordance with all laws. The State of Washington has adopted a “Code of Ethics” that applies to all municipal officers, codified under RCW Ch. 42.23. The declared purpose of the Code of Ethics is to make uniform the laws of the State concerning the transaction of business by municipal officers in conflict with the proper performance of their duties in the public interest, and to promote the efficiency of local government by prohibiting certain instances and areas of conflict while at the same time sanctioning, under sufficient controls, certain other instances and areas of conflict.

B. Specifically:

1. Board members are strictly prohibited by law from entering into or engaging in any activity defined by RCW 42.23 as a conflict of interest with their official duties as a Moses Lake Irrigation and Rehabilitation District Board Member.
2. During the first regular board meeting of each calendar year, each Board Member shall in the open public meeting acknowledge their obligation to disclose any and all conflicts of interest as defined by RCW Ch. 42.23.
3. In addition, on a case by case basis, each Board Member will disclose to the other Board Members, in an open public meeting, any “remote” conflicts of interest as defined under RCW Ch. 42.23. Disclosure will be noted in the District’s official minutes which are public record. A Board Member with such remote interest will not participate in any discussion and/or debate concerning such interest, will not vote on the matter, and will do nothing to influence any other Board Member concerning their decision on the matter.
4. Board Members will adhere to the Moses Lake Irrigation and Rehabilitation District’s Code of Ethics adopted by the Board, and shall conduct themselves with civility and respect at all times with one another, with staff, and with members of the public.
5. Board Members will become familiar with their individual and joint obligations pertaining to the District’s directive on reporting alleged improper governmental action, including actions required of the Board regarding employee complaints of alleged improper governmental actions and/or employee claims of retaliation for reporting alleged improper governmental actions.
6. Board Members understand that all documents, letters, memoranda and/or interactive computer or electronic information (including email and texts), the subject of which relates to the conduct of the District or the performance of any District function, are public records and are subject to the Washington Public Records Act. Each Board member has a

continuing obligation to provide all such records to the Public Records Officer for inclusion in the District's records management system.

7. Board Members owe a fiduciary duty to MLIRD and its ratepayers. The fiduciary duty is the highest duty of loyalty under the law. This loyalty supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other Boards or staffs. It also supersedes the personal interest of any Board Member.
8. Board Members shall not attempt to exercise individual authority over Moses Lake Irrigation and Rehabilitation District personnel or property except as explicitly set forth and authorized in Board policies.
 - a. Individual Board members lack authority to supervise or direct with the Manager and/or other staff, except where explicitly authorized by this Governance Policy and Bylaws or as explicitly authorized by action of the Board.
 - b. The President designee is responsible for communicating official district positions to the media. There will also be occasions when the board President communicates the Board or Districts position.
9. In accordance with Washington's Open Public Meetings Act, Board Members:
 - a. Shall not meet as a quorum outside of Board-called public meetings to hold discussions or make decisions as defined in RCW 42.30, regarding the business of the District.
 - b. Shall not meet as a quorum with staff outside of a Board-called public meeting for the purpose of gathering information.
 - c. Understand that the requirements of the Washington Open Public Meetings Act applies to communications via telephone, email, instant messaging or other forms of electronic communications. Any exchange of communication between three or more Board members

regarding MLIRD business constitutes an official meeting of the Board and be in violation of the Act.

- d. Board Members may send information to other members of the Board on an informational basis; however, replies and/or exchanges of communications with more than one Board Member regarding District business must not occur outside of an official public meeting of the Board. Any such email sent for informational purposes as described above, by any member of the Board, shall be sent individually, not as group email, and shall be copied to the Manager and Public Records Officer. Board Members will not “reply” to any email received by all other members of the Board.
- e. Board Members may not evade the requirements of the Open Public Meetings Act through use of “serial meetings”, that is a series of smaller gatherings or use of a go-between such that a majority of Board Members are not together but through the collection of other interactions the majority intend to take action. This includes but is not limited to: a series of telephone calls, multiple meetings between different groups of three Board Members and email communications between multiple Board members for the purpose of coordinating a decision.

10. Board Members will respect the confidentiality appropriate to issues regarding personnel, real estate transactions, proprietary matters, and attorney-client privileged communications, including those requirements listed under RCW 42.30.110, Executive Sessions and including any other confidential information gained by reason of the Board’s position.

17. Board Training and Orientation

- A. The Board shall take reasonable steps to ensure that its skills are sufficient to assure excellence in governance of Moses Lake Irrigation and Rehabilitation District.

18. Board Review of District Public Records

- A. Moses Lake Irrigation and Rehabilitation District has a duty to comply with appropriate public records requests as prescribed in the Washington Public Records Act. Board Members do not give up their status as members of the public and therefore can request such information. However, unless the records are requested for matters then under consideration by the Board, Board members shall pay the same fees as required by a member of the public.
- B. Because of the special status conferred upon the Board Members as elected officials, each Member agrees that:
 - 1. Board Member requests to inspect District documents that do not meet the criteria of a public record under the RCW 42.56 and/or which may be confidential in nature, shall be forwarded directly to the Manager or Designee, who will provide the requested files, as allowed by law, for review on District premises.
 - 2. No confidential or original documents shall be taken from District premises.
 - 3. Board Members shall adhere to the same confidentiality requirements applicable to employees when dealing with the District's records and other documents.
 - 4. District employee personnel files will not be subject to Board review pursuant to the District's policies relating to employee records confidentiality and access except this limitation shall not apply to Board appointees.
 - 5. Access to District public records may be achieved by providing a "Board Request for Public Records" to the Manager or designee.

19. Board Committees

- A. The Board may establish ad hoc advisory and standing committees.

B. The Board will review the committees at least annually to determine whether they should continue.

C. Specifically:

1. Committees will ordinarily assist the Board by gaining education, considering alternatives and implications, and preparing policy alternatives
2. Board committees may not speak or act for the Board, except when formally given such authority for specific and time-limited purposes.
3. Board committees cannot exercise authority over staff nor interfere with the delegation from the Board to the Manager.
4. Participation in committee meetings shall be in compliance with the provisions of the Open Public Meetings Act, in that if three or more Board Members are present, then the meeting must be properly noticed as a special public meeting.
5. This policy applies to any group which is formed by Board action, whether or not it is called a committee.

20. Unity of Control

A. Only decisions of the Board acting as a body are binding upon the Manager, or the General Counsel.

B. Specifically, in or out of Board meetings:

1. Decisions or instructions of individual Board Members are not binding on the Manager or General Counsel except in instances when the Board has specifically authorized such exercise of authority.
2. In the case of Board Members requesting information or assistance without Board authorization, the Manager or General Counsel must refuse such requests that require, in their opinion, a material amount of staff time or funds, are disruptive to the District, or which may involve a conflict of interest between the District and the Board Member requesting the information or assistance.

3. The Board as a body and the Board Members will refrain from evaluating, either formally or informally, the job performance of any District employee other than the Manager or General Counsel.

21. Board – Manager Relationship

- A. The Board governs Moses Lake Irrigation and Rehabilitation District and is the policy-making body of the District. The Board operates under the provisions of the Revised Code of Washington, Title 87, Title 42 in part, and all other applicable statutes and laws.
- B. The Board is responsible for the following;
 1. Identifying and defining the purposes, values and vision of the District, along with the results that the District is to achieve, and communicating them in the form of policy.
 2. Making certain operational decisions as designed by law.
 3. Hiring, evaluating, and terminating the Manager.
- C. The Manager is responsible for the following:
 1. All operations of the District as well as the business affairs of the District.
 2. Achieving the results established by the Board within the appropriate and ethical standards of business conduct set by the Board.
 3. Enforcing District resolutions, administering directives, staff policies and procedures, hiring and terminating all employees, attending meetings of the Board and reporting on the general affairs of the District, and keeping the Board advised as to the current and future business needs of the District.
 4. Appointing a person to serve as the District’s financial steward (the “Steward”). This will be a person with sufficient education and/or experience to fulfill the duties of the position and, together with the Manager, to ensure that, to the best of their knowledge and belief, financial affairs are accurate, complete and reliable in all material respects.

5. Interacting with the public and other inter-local governmental agencies, pursuant to policies and direction adopted by the Board.
6. At the direction and oversight of the Board, the Manager and Steward shall jointly serve as the chief liaison with all external audit agencies, shall coordinate the proper independent audit of annual financial statements, and shall ensure that the results and findings of such audits are reported to the Board. In acting in this capacity, the Manager does not relieve the Board of its oversight responsibility.
7. Perform other responsibilities as may be appropriately delegated by the Board.

22. Board – General Counsel Relationship

- A. The General Counsel provides legal counsel to the District and to the Board. The General Counsel reports both to the Board and to the Manager.
- B. The Board is responsible for hiring and terminating the General Counsel.
- C. The General Counsel shall advise the Board regarding potential conflict of interest issues or ethical matters of the Board or Board Members. General Counsel shall provide assistance to individual Board Members in complying with applicable statutes and laws only when such advice does not conflict with the General Counsel’s obligations to the District or to specific direction of the Board.
- D. The Board is responsible for evaluating the General Counsel’s performance. The Board shall solicit the Manager’s input in evaluating the performance of the General Counsel.
- E. With respect to the Board, the General Counsel shall:
 1. Give his or her advice or opinion whenever he or she deems it necessary or when required by the Board.
 2. Inform the Board of material legal issues impacting the District or the Board.

3. When necessary, act independently of the Manager.
4. Provide counsel to the Board and individual Board Members with regard to conflict of interest issues.
5. Provide counsel to the Board and individual Board Members with regard to other ethical matters.
6. Assist the Board Members in complying with and interpretation of applicable statutes, laws, and regulations.
7. The General Counsel shall not provide legal counsel to Board Members except as it relates to their role as a Director of the Moses Lake Irrigation and Rehabilitation District.

23. Delegation to the Manager

- A. The Manager is the chief administrative officer of the District, in control of all administrative functions and shall be responsible to the Board for the efficient administration of the affairs of the District placed in his or her charge. In the absence or temporary disability of the Manager, the Manager shall, with the approval of the President of the Board of Directors, designate some competent person as Acting Manager.

The Manager shall attend all meetings of the Board and its committees unless excused or an emergency has arisen, and take part in the discussion of any matters pertaining to the duties of his or her department, but shall have no vote.

The Manager shall comply with the terms of the Manager's employment contract with MLIRD, shall carry out the orders of the Board, and see that the laws pertaining to matters within the functions of his or her department are enforced; keep the Board fully advised as to the financial condition and needs of the District; prepare an annual estimate for the ensuing fiscal year of the probable expenses of the District, and recommend to the Board what development work should be undertaken and what extensions and additions, if any, should be made during the fiscal year, with an estimate of the costs of the development work, extensions, and additions; certify to the Board all bills, allowances, and payrolls, including claims due contractors of public works; recommend to the Board compensation of the

employees of his or her office, and a scale of compensation to be paid for the different classes of service required by the District; hire and discharge employees under his or her direction; and perform such other duties as may be imposed upon the manager by resolution of the Board.

The Manager is authorized to establish all further policies, make all decisions, take all actions, establish all practices, and develop all activities to achieve the goals set forth by the Board for the District.

The Board shall develop policies that define the delegation to the Manager with regard to the Manager's authority.

The Manager must bring to the Board's attention circumstances that affect the goals established by the Board and may request the Board to take appropriate actions.

24. Budget & Procurement Authority

- A. The Board shall approve the District's budget prior to the start of each fiscal year.
- B. By resolution, the Board shall set forth the authority of the Manager to manage and expend District funds in accordance with financial goals and budgetary limits. Procurement of goods and services shall take place in accordance with applicable legal requirements in a fair, competitive and inclusive manner to maximize the benefit to the District's ratepayers.
- C. The Manager shall establish procurement controls that provide reasonable assurance that the procurement of goods and services are made for a valid business purpose and within authorized budget levels.
- D. Procurement decisions shall be made free from actual or perceived conflicts of interest and due diligence and prudent judgment be exercised in the making of procurement decisions, including conducting a risk assessment.

If the Manager reasonably determines that a procurement activity presents, regardless of the size of the financial commitment, either (i) a unique and significant operational risk to the District;

or (ii) a significant impact to ratepayers, the Manager shall inform the Board.

25. Financial Policies

A. The Board, by resolution, shall adopt financial policies that provide guidance to the Manager and Steward in managing the finances of the District and in developing budgets and financial plans. At a minimum, these policies shall; 1) provide for sufficient liquidity relative to the District's risk profile, 2) provide for adequate coverage to meet debt covenants, 3) establish criteria for debt, 4) require that budgets be developed based on conservative and prudent assumptions consistent with standard practice, and 5) establish budgetary and procurement controls over expenditures.

26. Amendment to These Rules

A. These rules may be amended or new rules adopted by a majority vote of the Board, provided that the proposed amendments or new rules have been introduced into the record at a prior Board meeting.

Effective Date Below; Prior Bylaws and Governance Policies Rescinded and Superseded.

A. These Bylaws and Governance Policy shall be effective upon adoption by a majority of the Board of Directors.

B. Upon adoption of these Bylaws and Governance Policy, all previous Bylaws and Governance Policies are rescinded and superseded.

Adopted by majority vote of the Board of Directors of the Moses Lake Irrigation and Rehabilitation District at its April 14, 2026, regular meeting, which meeting was also noticed in the same manner as required for a special meeting under the Open Public Meetings Act, RCW Ch. 42.30.

Richard Teals, President

Joe Ketterer, Vice President

Kris Dexter, Director

Chuck Perry, Director

Fred Meise, Director