

SUNNYSIDE VALLEY IRRIGATION DISTRICT  
MEETING OF THE BOARD OF DIRECTORS

The regular meeting of the Sunnyside Valley Irrigation District (SVID) was held in-person and via conference call and was called to order by Chairman Simpson on December 8, 2025, at 2:12 PM. Present in addition to Chairman Simpson was Director Kevin Golob, Paul Groeneweg and Markus Rollinger; David Felman, SVID Manager/Secretary/Treasurer, Ron Cowin, Assistant Manager-Engineering, Dave Bos, Assistant Manager-Operations, and Nikki Musson, SVID Deputy Treasurer/Office Manager and Norman Semanko, Legal Counsel for the Sunnyside Valley Irrigation District. Director Mike Hogue participated via phone.

The minutes of the November 3, 2025, Board Meeting were reviewed. Upon a motion by Director Golob, that was seconded and unanimously carried, the minutes were approved as written.

The Board of Equalization was called to order at 2:15 pm, nunc pro tunc to 2:00 pm, the scheduled start time, to reflect the Board's intent that the hearing commenced at that hour. Ms. Musson presented the 2026 Assessment Roll. No verbal or written objections to the 2026 Assessment Roll were received. Upon a motion by Director Golob, that was seconded and unanimously carried, the 2026 Assessment Roll was approved, and the Board of Equalization was concluded.

The Board considered the Consent Agenda as shown below:

	Parcel	Facility or Description
<b><u>Developer's Agreement</u></b>		
Heirs of Ronald L. Van Gundy	221023-24001	32.77 #34A
	221023-24002	
<b><u>Change of Point of Delivery</u></b>		
City of Sunnyside	221036-22005	SN 6.62 #3,3A, 4 to 3B
	221036-22007	
	221036-22008	
	221036-22009	
	221036-22013	
	221036-22014	
	221036-22015	
	221036-23006	
	221036-23007	
	221036-23016	

	221036-22005	
	221036-22007	
	221036-22008	
	221036-22009	
City of Sunnyside	221036-22013	SN 6.62 #3B
	221036-22014	
	221036-22015	
	221036-23006	
	221036-23007	
	221036-23016	

Upon a motion by Director Rollinger that was seconded and unanimously carried, the Consent Agenda was approved

Ms. Musson presented the vouchers. The Status of Funds listed investments and other funds totaling \$12,440,062. Vouchers numbered 87757-87981 in the amount of \$1,700,990.50 and electronic payments in the amount of \$325,956.44 were submitted for approval. Ms. Musson presented a graph showing current funds compared to historical levels. Upon a motion by Director Golob, which was seconded and unanimously carried, the Board approved and authorized payment of the vouchers as listed above.

Ms. Musson provided an update on foreclosures. As of December 8<sup>th</sup>, 5 parcels are in the foreclosure process. 4 in Yakima County, and 1 in Benton County.

Ms. Musson updated the Board on the SVID audit. The 2022-2024 audit must be completed by the end of December, and the State Auditors Office should be scheduling an exit conference within the next several weeks.

Mr. Cowin presented the HDPE pipe bid. Five bids were received for perforated HDPE pipe. The low bid was in the amount of \$124,997.20 submitted by Core and Main in Pasco. Upon a motion by Director Rollinger that was seconded and unanimously carried, the Board approved the award of the low bid as identified above. The bid summary is attached and by this reference incorporated into these minutes.

Mr. Cowin presented the shotcrete/concrete bid. One bid was received in the amount of \$108,310.00 submitted by Central Pre-Mix in Sunnyside. Upon a motion by Director Rollinger that was seconded and unanimously carried, the Board approved the award of the bid as identified above. The bid summary is attached and by this reference incorporated into these minutes.

Mr. Cowin presented the 23.70 reservoir pump bid. Two bids were received for a vertical turbine pump and installation. The low bid was in the amount of \$102,000.00 submitted by Picatti Brothers in Yakima. Upon a motion by Director Rollinger that was seconded and

unanimously carried, the Board approved the award of the low bid as identified above. The bid summary is attached and by this reference incorporated into these minutes.

Mr. Cowin updated the Board on the status of the fabrication shop. 7 Statement of Qualifications were received for architectural design of the building, and Engineering Staff is currently reviewing the proposals. A scoring matrix will be used to select the most qualified company.

Mr. Bos updated the Board on field operations. Crews are performing winter maintenance such as dewatering, beat repair, equipment maintenance, and building components for various projects. ELIPS piping is underway.

Mr. Felman presented the 2026 Holiday Calendar for union and non-union employees. Upon a motion by Director Rollinger, which was seconded and unanimously carried, the Board approved the 2026 Holiday Calendar.

Resolution 2025-12-01, Amending Procurement Policy, was brought before the board. The resolution would amend the SVID procurement policy to address updates to the Uniform Guidance (2 CFR 200.318-327). Upon a motion by Director Rollinger, that was seconded, and unanimously carried, Resolution 2025-12-01 was approved. Said resolution is attached and by the reference incorporated into these minutes.

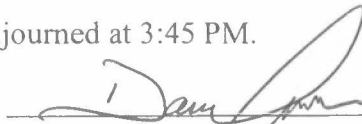
Mr. Felman asked the Board for authorization for Staff and Board Members to attend the Irrigation Leader Workshop in January. Upon a motion by Director Golob, which was seconded and unanimously carried, the appropriate staff and Board members were authorized to attend.

At 3:00 PM Chairman Simpson announced the Board would convene into Executive Session pursuant to RCW 42.30.110(1)(i) for 40 minutes. The purpose of the meeting was to discuss personnel evaluations. Mr. Cowin, Mr. Bos, and Ms. Musson left the executive session.


At 3:40 PM the Board reconvened into open session.

The Board discussed the proposed 2026 Non-Union Salary Schedule. Upon a motion by Director Groeneweg that was seconded, the motion was carried, and the 2026 Non-Union Salary Schedule was approved.

There being no further business, the meeting was adjourned at 3:45 PM.

  
David Felman, Secretary

Attest:

  
G. Doug Simpson, Chairman

December 8, 2025

SVID 2025 Winter Perforated HDPE Pipe Materials Bid Summary Overview December 4 <sup>th</sup> , 2025 11:00am Bid Opening						
Supplier	ENG Estimate	Core and Main Pasco, WA	OVS Yakima, WA	H.D. Fowler Co. Yakima, WA	Ferguson Waterworks Pasco, WA	LAD Irrigation Co. Pasco, WA
Bid Bond		x	x	x	x	x
Debarment		x	x	x	x	x
Signed Proposal Form		x	x	x	x	x
Schedule of Prices		x	x	x	x	x
Schedule A - HDPE Pipe						
Total Bid Amount	\$165,000.00	\$124,997.20	\$146,922.00	\$125,166.60	\$125,184.80	\$125,281.20

SVID - 2025 Winter Shotcrete/Concrete Bid Summary Proposals December 4 <sup>th</sup> , 2025 11:00am Bid Opening					
Item	Specification	Qty	Units	Central Pre Mix Sunnyside, WA	
				Unit Price	Total Price
Shotcrete/Concrete					
1	Shotcrete	330	YDS	\$223.00	\$73,590.00
2	Concrete	160	YDS	\$217.00	\$34,720.00
Total Bid Amount				\$108,310.00	

SVID - 23.7 Reservoir Vertical Turbine Pump Bid Summary Proposals December 5 <sup>th</sup> , 2025 1:00pm Bid Opening					
Item	Specification	Qty	Units	Pump Tech Mose Lake, WA	Picatti Yakima, WA
				Total Price	Total Price
Vertical Trubine Pump					
1	Mobilization, Installation, Calibration Tests, & Demobilization	1	LS	\$15,000.00	\$10,500.00
2	Vertical Turbine Pump	1	EA	\$128,750.00	\$89,500.00
	Freight			\$8,000.00	\$2,000.00
Total Bid Amount				\$151,750.00	\$102,000.00

2025-12-01

AMENDING THE BYLAWS, RULES AND REGULATIONS

CONSTRUCTION PROJECTS

AND

PURCHASE OF GOODS AND SERVICES


**WHEREAS**, The Board of Directors (Board) of the Sunnyside Valley Irrigation District (SVID) finds it necessary to set establish or modify policy from time to time, and

**WHEREAS**, the Board routinely review the Bylaws, Rules and Regulations to assure compliance with state statutes and amends its Bylaws, Rules, and Regulations as necessary.

**THEREFORE, IT IS RESOLVED:**

Section 13 of the Bylaws, Rules, and Regulations is hereby amended as set forth on Attachment "A."

Adopted this 8<sup>th</sup> day of December, 2025.

  
G. Douglas Simpson

Attest:

  
David Felman, Secretary

## EXHIBIT "A"

**SECTION 13: PURCHASE OF MATERIALS, SUPPLIES, AND EQUIPMENT and SERVICES (2023-11-13)****A. CONSTRUCTION PROJECTS:**

1. Formal sealed bidding requirements will apply to all construction projects except as noted in Paragraphs A.2. through A.8 below.<sup>1</sup>
2. SVID shall maintain a small works roster which may be utilized for construction projects that are estimated to cost less than \$300,000<sup>2</sup>. All construction projects, the estimated cost of which is less than three hundred thousand dollars, may be awarded to a contractor on the small works roster.
3. The small works roster shall be comprised of all responsible contractors who have requested to be on the list. Advertisements for the small works roster for construction work shall be published once a year.
4. When using the small works roster to obtain construction services, SVID will obtain telephone and/or written quotations from the contractors on the small works roster to assure establishment of a competitive price and for awarding work to the lowest responsible contractor. SVID will make a good-faith effort to request quotations from all responsible contractors on the small works roster. Immediately after an award is made, the telephone and/or written quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry.
5. The formal bidding process is not required in the case of any contract between SVID and the United States.
6. In the case of an emergency when the public interest or property of SVID would suffer material injury or damage by delay, upon resolution of the board of directors or proclamation of an official designated by the board to act for the board during such emergencies. The resolution or proclamation shall declare the existence of the emergency and recite the facts constituting the emergency.
7. The bidding process is not required for purchases which are clearly and legitimately limited to a single source of supply or to purchases involving

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<sup>1</sup> RCW 87.03.435

<sup>2</sup> RCW 87.03.436

special facilities, services, or market conditions, in which instances the purchase price may be best established by direct negotiation.

8. SVID may conduct construction projects under its own superintendence and without use of the formal bidding process.

#### B. USE OF A SMALL PROJECTS ROSTER

1. The Small Works Roster<sup>3</sup> can be used to award contracts for construction, building, renovation, remodeling, alteration, repair, or improvement of real property. These provisions may be used in place of the formal bid process for work with an estimated cost of two hundred & fifty thousand dollars or less (<\$250,000) for federal projects or three hundred thousand dollars or less (<\$300,000) for state projects.
2. SVID will create Small Works Rosters for different specialties or categories of anticipated work. Where applicable, SVID will make distinctions between contractors based upon different geographic areas served by the contractor. The Small Works Rosters shall consist of all responsible contractors who have requested to be on the list. SVID will require eligible contractors desiring to be placed on a roster or rosters to have on file with SVID as a condition of being placed on rosters the following information:
  - a. Certificate of Registration with the Department of Labor and Industries
  - b. Unified Business Identifier Number (UBI)
  - c. Employment Security Department Number
  - d. State Excise Tax Registration Number
  - e. Federal ID Number / Business License Number
3. At least once a year, SVID shall publish in a newspaper of general circulation and provide the office of minority and women's business enterprises' directory of certified firms a notice of the existence of Small Works Rosters and solicit the names of contractors for such rosters. In addition, responsible contractors shall be added to the Small Works Rosters at any time they submit a request and provide the required information.

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<sup>3</sup> RCW 39.04.155 (1)  
December 8, 2025

4. Telephonic, written, or electronic quotations from contractors on the appropriate Small Works Roster shall be obtained to assure that a competitive price is established and to award contracts to the lowest responsible bidder. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation. Quotations will be invited from all contractors on the appropriate Small Works Roster. SVID has the sole option of mailing a notice to these contractors or sending a notice to these contractors by facsimile or other electronic means.
5. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry.
6. A contract will be executed by SVID and the contractor that becomes effective when a specific award is made to the lowest responsible bidder. Written contracts will be required for any work estimated to cost more than \$10,000.
7. Whenever SVID shall contract to do any work estimated to cost between \$35,000 and \$300,000, it shall require the contractor to deliver a bond in the amount of the contract, to assure that such contractor shall faithfully perform all the provisions of such contract and pay all laborers, mechanics, and subcontractors and material suppliers, and all persons who supply such person or persons, or subcontractors, with provisions and supplies for the carrying on of such work.
  - a. For projects with an estimated cost of between \$10,000 and \$35,000, at the option of the contractor, SVID may, in lieu of the bond, retain fifty percent of the contract amount for a period of thirty days after date of final acceptance, or until receipt of all necessary releases from the Department of Revenue and the Department of Labor and Industries and settlement of any liens whichever is later.<sup>4</sup> For contractors with no subcontractors and an estimated competition time of less than 45 days, SVID may waive the bonds and retainage requirements entirely.
  - b. For projects costing less than ten thousand dollars (<\$10,000) SVID also waive the requirement for a written contract.
8. In addition to other requirements, SVID shall reserve, a contract retainage not to exceed five percent of the moneys earned by the contractor as a trust fund for the protection and payment of: (a) The claims of any person arising under the contract; and (b) the state with respect to taxes imposed pursuant to Titles 50, 51, and 82 RCW which may be due from such contractor;<sup>5</sup> except,



- a. For projects with an estimated cost of less than \$35,000 retainage may not be required (See Paragraph 7a).
- b. For contracts with an estimated cost of between \$10,000 and \$35,000 the contractor may elect to delay payment of 50% of the contract amount in lieu of SVID retaining 5% of the contract amount (See paragraph 7a).

C. MATERIALS, SUPPLIES, OR EQUIPMENT OR SERVICES

a. SVID shall follow the procurement methods defined in 2 CFR 200.320

a.b. Purchase of materials, supplies, or equipment costing less than \$10,000<sup>6</sup> for each purchase excluding sales tax may be acquired using standard business practices.

b.c. SVID shall maintain a list of vendors which may be utilized for purchases of materials, supplies, or equipment with an estimated cost (excluding sales tax) of between \$10,000 and \$50,000<sup>7</sup>.

e.d. All purchases, the estimated cost of which is less than fifty thousand dollars, may be awarded to a firm on the vendors list. All purchases, the estimated cost of which is \$50,000 or more, will be awarded by the sealed bid process.

d.e. The vendors list shall be comprised of all responsible vendors who have requested to be on the list. Advertisement for inclusion on the vendors list shall be published twice a year.

e.f. When using the vendors list to purchase materials, supplies, or equipment SVID will obtain telephone and/or written quotations from at least three vendors on the vendors list whenever possible to assure establishment of a competitive price. Immediately after an award is made, the telephone and/or written quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry. SVID will record and have available at the office for public inspection a list of the purchases for the preceding 18 months under this process.

f.g. Competitive bidding requirements may be waived for:

- a) Purchases that are clearly and legitimately limited to a single source of supply;
- b) Purchases involving special facilities or market conditions;

<sup>6</sup> RCW 87.03.437(1)

<sup>7</sup> RCW 87.03.437(2) and RCW 39.04.190

- c) Purchases in the event of an emergency;
- d) Purchases of insurance or bonds; and
- e) Public works in the event of an emergency.

~~g-h.~~ If the Board of Directors elects to waive competitive bidding requirements by the terms of written policies adopted by SVID, immediately after the award of any contract, the contract and the factual basis for the exception must be recorded and open to public inspection. This requirement does not apply to emergency situations.

~~h-i.~~ If an emergency exists, the District Manager may declare an emergency situation exists, waive competitive bidding requirements, and award all necessary contracts on behalf of SVID to address the emergency situation. If a contract is awarded without competitive bidding due to an emergency, a written finding of the existence of an emergency must be made by the Board of Directors and duly entered of record no later than two weeks following the award of the contract.

“Emergency” means unforeseen circumstances beyond the control of the SVID that either: (a) Presents a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

~~i-j.~~ Purchases under \$10,000 per purchase excluding sales tax do not require competitive quotations or bids.

#### D. BID PROCEDURES GENERALLY:

- a. Advertisement of the notice for bids, the small works roster, or the vendors list shall be published at least once a week for two weeks in the newspaper in the county in which the office of the board is situated, in any other newspaper which may be designated by the board, and on the irrigation district’s website.
- b. The board can award the contract in whole or in part to the lowest responsible bidder.
- c. The board has authority to reject any or all bids and re-advertise, or it may conduct construction work under its own superintendence.
- d. The board may require a bid deposit in the amount equal to 5 percent of the bid amount.

- e. When the contract is awarded for materials purchase, the successful bidder may supply a performance bond for at least 25 percent of the amount of contract.
- f. SVID shall perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold, including contract modifications. The method and degree of analysis shall be dependent on the facts surrounding the particular procurement situation.

#### E. ANTI-DISBARMENT AND NON-COLLUSION

On construction work or purchases over \$25,000 involving federal grants, a Declaration of Anti-disbarment and a Non-collusion Affidavit will be required. SVID will provide notice to prime contractors of their responsibilities to make this a requirement of subcontractors. In place of the Declaration of Anti-disbarment, SVID may check <http://www.epls.gov/eplsearch.do>. A hard copy of the report should be kept on file.

#### F. ADDITIONAL FEDERAL COMPLIANCE REQUIREMENTS (2 CFR 200.318–200.327)

##### 1. Standards of Conduct and Conflict of Interest:

No employee, officer, or agent of SVID shall participate in the selection, award, or administration of a contract if they have a real or apparent conflict of interest. Such a conflict arises when the individual, their immediate family, partner, or an organization with which they are affiliated has a financial or other interest in a firm considered for a contract. Employees, officers, and agents shall not solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subcontracts. Disciplinary actions shall be applied for violations of this policy.

##### 2. Contractor Oversight:

SVID shall maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

##### 3. Procurement of Recovered Materials:

In accordance with 2 CFR 200.323, SVID shall procure items designated by the Environmental Protection Agency (EPA) that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, for purchases over \$10,000.

##### 5. Required Contract Provisions:

All federally funded contracts shall contain the applicable provisions described in Appendix II to 2 CFR Part 200, including but not limited to Equal Employment Opportunity, Davis-Bacon Act, Contract Work Hours and Safety Standards Act, Clean Air Act, and termination for cause and convenience.

6. Domestic Preferences for Procurements:

As required by 2 CFR 200.322, SVID shall provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States whenever practicable.

7. Affirmative Steps for Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms:

SVID shall take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.