

## MANAGER'S REPORT - OCTOBER 2017

This report provides an overview of District issues and projects that we have been working on since the last board meeting.

**OPERATIONS:** Crews have started their fall work (mowing, work orders, canal road maintenance, repairs) and are getting ready for shutdown. The Irrigon system goes off October 19 and the main canal will go off October 31.

**OFFICE:** Lien notices went out on October 12. Newsletters went out in early October. We are getting ready to file confiscation water right transfers at the end of the month. We are in the process of doing verification.

**RECENT STATE LEGISLATION:** I have included legislation summaries from Oregonians for Food & Shelter (OFS), Oregon Water Resources Congress (OWRC) and Special Districts Association of Oregon (SDAO). There may be items of interest to you in each of these.

For WEID, a couple of bills necessitated some changes to our policies:

Cell Phone Use – new policy enclosed

Equal Pay Act – a minor modifications to our employee application form

Plat review for irrigation districts – no changes required for WEID

Contracting & Procurement – I will review and attend a SDAO workshop in Feb.

Public Records – The policy we adopted in 2015 covers any changes, however, we can't find a signed copy of the resolution. I would like to adopt it or confirm it at this meeting.

**SDAO BEST PRACTICES:** It's time for the SDAO review. This year, the focus is on Discriminatory Practices and cyber security. The District has harassment policy and procedures as part of our employee standards. However, a specific policy is requested by SDAO. I have used their template and modified to fit our needs. That policy should be reviewed and adopted at this meeting. I have included a notice on cyber breaches in your packet. I am not sure if we need a specific procedure at this time. Maybe some discussion.

**TRAININGS:** Both Lisa and Vern went to the SDAO Board of Directors training. Lisa has gone to a Regional Risk Management training in April. I have attended one OWRC/SDAO trainings this year. Herbicide/pesticide trainings are already scheduled this winter for Alan, Lisa and maybe Ben. We will find some safety trainings this fall and winter for the crew. As stated above, I'll attend the SDAO conference this winter and may take Lisa or Ben, depending on the offerings. We continue to keep up on relevant trainings as time and budget allow.

**AUDIT:** The audit reports are complete and will be distributed to the Board. Since the final 2016 financials were completed in May (mainly due to Reclamation's work on the 2015 and 2016 conjunctive use), the board has not seen the final report. It is in the board packet.