

WEST EXTENSION IRRIGATION DISTRICT

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January 16, 2017

Organizational Meeting 2017

Monthly Board Meeting

Chairperson Philippi called the meeting to order on January 16, 2017 at 9:00 a.m. at the Irrigon Fire Hall located at 705 N. Main St. in Irrigon. Those in attendance were: Board members, Dalarie Philippi, Bob Mueller Vern Frederickson and Warren Kemper; Board Secretary/Manager, Bev Bridgewater; Guest Boris Belchoff. Director Abe McNamee was not able to attend.

ANNUAL ORGANIZATIONAL BUSINESS

OATH OF OFFICE: The following newly elected directors took their oath of office:

Division Three:	Warren Kemper	(three-year term)
Division Five:	Dalarie Philippi	(three-year term)

OFFICER ELECTION: Philippi asked for nominations for officers of the Board. Mueller nominated Dalarie Philippi to continue as Chairman and Vern Frederickson to continue as Vice Chairman. He moved that a unanimous ballot be cast for this slate of officers. Kemper seconded the nominations and the motion. A unanimous vote was cast thus electing Dalarie Philippi as Chairman of the Board of Directors and Vern Frederickson as Vice Chairman.

As Manager, Bev Bridgewater continues as Secretary for the Board of Directors.

RESOLUTION NO. 17-001 - REGULAR BOARD MEETINGS FOR 2017 and ORGANIZATIONAL MEETING FOR 2018: Mueller moved to adopt Resolution No. 17-001 which sets the monthly meetings and the 2018 organizational meeting. Frederickson seconded the motion. The Board will meet on the third Mondays of each month at 9:00 a.m. at the Irrigon Fire Hall. The Board will be flexible and may change dates and times if conflicts arise. The organizational meeting for 2018 will be on Monday, January 15 at 9:00 am. Motion passed.

BANKING: Frederickson moved to continue banking with Banner Bank of Oregon and Local Government Investment Pool (LGIP). Mueller seconded. Motion passed.

BANKING SIGNATORS: Those authorized to sign on District accounts are Board Directors, Dalarie Philippi, Vern Frederickson, Warren Kemper, Robert Mueller, Abe McNamee and Manager/Secretary, Beverly Bridgewater. Lisa Baum is authorized to make transactions. Since there are no changes to the accounts, no action was needed.

BOARD TRAINING: The Board annually does training at the Organizational meeting. This year, they discussed the responsibilities of being a Board member.

- 1) Fiduciary responsibility. Obligation to the patrons to assure District is financially solid and funds are being spent where needed. This is done by monthly review of finances, double signatures on checks, being aware of the needs of the District, adopting an annual budget that meets those needs.
- 2) Compliance with water laws. Being aware of laws; monitoring our water supply and delivery
- 3) Compliance with other laws and issues affecting District. Assuring training for management & directors; attending conventions and seminars; keeping up on legislative changes; staying current on relevant topics; knowing ethics and board meeting laws.
- 4) Representing patrons. Attending meetings, establishing district policies and procedures; having knowledge of the District; listening to and communicating with patrons.
- 5) Meeting the needs of our employees. Monitoring them; assuring they can meet performance expectations by providing oversight & training; providing adequate pay and benefits; supporting their interaction with patrons; providing safe working conditions.
- 6) Providing oversight, not micro-managing. District role is to set policies and assure they are being followed.
- 7) Adhering to confidentiality when expected or required.

SDAO INFORMATION: Bridgewater handed out information from SDAO.

- 1) Their concern about state changes in recreational immunity.
- 2) Paystub requirements starting in 2017. We are updating our software.
- 3) Need for a Whistleblower Policy. We will address this at the February meeting.
- 4) Best Practices for 2017 include increased online training and need for a sexual harassment and discrimination policy. We have this policy in place.

AGENDA: The agenda for the rest of the meeting was reviewed with additions. It was accepted by Chairperson Philippi.

MONTHLY BUSINESS

APPROVAL OF MINUTES: Review and discussion. Frederickson moved to approve the minutes of the December 2016 Board meeting. Mueller seconded. Discussion. Motion passed.

STAHL PAYMENT/IPS: Regarding the payment to Herb Stahl for the remainder of the 25% cost of the IPS project, Mueller suggested the District hold the payment until all outstanding issues were settled. Specifically, the airblast system has not been fully installed or tested. Discussion. Frederickson moved to hold the Stahl payment until the airblast system is installed and operational. Mueller seconded. Motion passed.

BILLS PAYABLE: After review, Mueller moved to approve the December accounts payable list in the amount of \$148,612.22. Frederickson seconded. Motion passed.

REPORTS AND CORRESPONDENCE

NORTHEAST OREGON WATER ASSOCIATION (NOWA): JR Cook, Executive Director, and his new employee, Marika Sitz, arrived at 9:30. She was introduced to the Board as a two-year intern who will be working as a coordinator focusing on communication and outreach. JR then gave an overview of the projects and funding that NOWA is working on. An interactive discussion took place. They left the meeting after this discussion.

MANAGER'S' REPORT:

OREGON SHPO: Reclamation has not responded to the letter received from Oregon State Historical Preservation Office (SHPO) yet regarding our Lateral 11 project. We understand that they will not agree with the State's findings. Bridgewater talked with the State office. They have a draft template for 50 year or older irrigation projects to be listed on the historical registry. There is no immediate move or mitigation plan as they expect this to be on a case-by-case basis. It may be that we sit down with Reclamation and SHPO to discuss how we will move forward to get our Boardman laterals piped.

Reclamation will work on a categorical exclusion for Morrow County's roadwork at Laurel and Wilson Road once they get confirmation from Morrow County that the diversion box located there was built by the County. We do not want to hold up the County's work and still hope to get our work done prior to or near the beginning of the irrigation season.

PROJECT/WINTER WORK UPDATE: The Manager's Report, which was distributed to the Board and is a part of these minutes, discussed ongoing work projects. The District will get as much work as we can done before water start-up.

MEETINGS UPDATE: The Modeling meeting at Reclamation was short as they have not done much since the last meeting. Bridgewater has met with the County Planners about a partition in Boardman that affects our right-of-way along Lateral 7. In discussion with the County, maintenance of the piped lateral right-of-way was brought up. The District plans to continue mowing and maintaining its right-of-way and does not want the County roads or shoulder encroaching. Discussion ensued about partitions. The District works to protect the ability of new and future landowners to have easements and facilities to get their water. Philippi stated that we have procedures for approval of the partitions. Questions were asked and Bridgewater pointed out that these facilities are typically owned and maintained by the landowners. We use Water Delivery Agreements in most cases to specifically

state how delivery will continue moving forward. These agreements are filed with the County. She will forward the standards and information to the Board members. **CITY OF UMATILLA WATER/DEQ:** DEQ is working on the permit for the City of Umatilla's water that will be sent to the District. Discussion.

Lisa Baum, Office Manager, arrived at the meeting.

ELECTRONIC PAYMENTS: The District is getting ready to start accepting electronic payments. Baum reported that we are going with Square services. There is a 2.75% transaction fee that will be billed back to the customers. There is no monthly fee. We have purchased a designated tablet for the transaction. Baum recommends a bank account specific to the electronic payments.

MOTION FOR NEW BANK ACCOUNT: Frederickson moved to open a bank account at Banner Bank that will be used for the electronic payment transactions. Mueller seconded. Discussion. Baum is authorized to open the account. All signatures are current with the bank. Motion passed.

OFFICE COPIER: Baum presented information about the office copier and replacement options. Discussion and questions. We will pay .01 cent per copy for black and white (down from .019 cents on old machine) and .10 cents per copy for color. The machine tracks each individually. Kemper moved to purchase a reconditioned color copier for \$3500 and continue our maintenance contract with Abadan. Mueller seconded. Motion passed.

Baum left the meeting.

CANAL CROSSINGS UPDATE: Bridgewater gave updates on several crossing and easement agreements in process.

- 1) The Port of Morrow crossing agreement is in the process of being completed. They will do the work as soon as possible and are staging for it now.
- 2) The crossing for Westland Irrigation District is on hold.
- 3) Wadekemper has requested an agreement to use the canal road from Powerline to the vineyard near Three Mile Dam. The District confirmed that the water rights on the property are valid and will sign the agreement.
- 4) We are waiting for a letter from Morrow County to officially abandon any interest in the main canal bridge at Headgate 86. Then, we will remove the bridge and do our canal work. Stahls will take ownership of the bridge. They have a crossing agreement with Reclamation for their pipeline, canal and pump station, and the bridge will be added to that agreement.

DISTRICT BUSINESS

RESOLUTION NO. 17-002 – 2017 BUDGET: Mueller moved to adopt resolution No. 17-002 which approves the 2017 budget. Frederickson seconded. Motion passed.

RESOLUTION NO. 17-003 – O&M FEES AND COLLECTIONS: Mueller moved to adopt Resolution No. 17-003 which sets the O&M Fees starting January 2017 and establishes collections procedures. Kemper seconded. Motion passed.

AFSCME UNION CONTRACT: The Board reviewed the negotiated Union Contract. It has been ratified by the Union and we anticipate they will sign once the weather clears up. Mueller moved to accept the Union Contract and authorized the Chairman of the Board, Dalarie Philippi, to sign on behalf of the Board. Frederickson seconded. Motion passed.

FLOOD IRRIGATION DISCUSSION: Bridgewater wanted clarification of discussion at the last Board meeting. She wants to be sure that the District does not expect her to send a letter to flood irrigators south of Irrigon to discontinue flood irrigation. The Board said that was not the intent. As piping occurs or land is developed, flood irrigation will be discontinued and/or the rate of delivery will be set at 8.5 gpm. The Boardman Master Plan is being updated to reflect this. Bridgewater stated that she is in the process of reviewing the draft of the BMP and should have something for the Board at the next meeting.

AGING INFRASTRUCTURE: Since Boris, from Reclamation, was at the meeting, Frederickson asked about funding to help with aging infrastructure. Boris stated this is a hot topic Reclamation-wide. The need is recognized, but nothing has been put in place yet. Discussion and disappointment. Mueller brought up his concern about the seepage downstream of Three Mile Dam and its effect on the main canal. It may be coming around the Dam and he is concerned about the thaw causing more damage. This is on our short list for repair, but finding funding to assist would be great. Is there a mechanism for prioritizing where any federal funding goes? Discussion.

ADJOURNMENT

With no further business, Chairperson Philippi adjourned the meeting at Noon.

Signed:

Bev Bridgewater, Secretary

Attest:

Dalarie Philippi, Chairperson