

WEST EXTENSION IRRIGATION DISTRICT

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October 16, 2017

Monthly Board Meeting

Chairperson Philippi called Board meeting to order on September 16, 2017 at 9:15 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, and Warren Kemper; Board Secretary/Manager, Bev Bridgewater; Office Manager, Lisa Baum; Directors Vern Frederickson and Abe McNamee were unable to attend.

AGENDA: Chairman Philippi approved the agenda.

MONTHLY BUSINESS

APPROVAL OF MINUTES: Mueller moved to approve the minutes of the September Board meeting. Kemper seconded. Motion passed.

BILLS PAYABLE: After review and discussion, Mueller moved to approve the accounts payable list in the amount of \$112,331.75. Kemper seconded. Motion passed.

FINANCIAL REPORTS: The financial reports for the period ending September 30, 2017 were reviewed.

REPORTS AND CORRESPONDENCE

OPERATIONS: Discussion around district operations:

- Crew getting ready for winter work.
- Fall spraying is done. Feb or early March will do pre-emergents. Ben and Alan got advice from Ray Kopacz and went over their plans with Director Vern Frederickson.
- Plan is to burn weeds along the canal as soon as water is over.
- Dalarie noted the canal water is very clean. Crew did a good job staying ahead of the aquatic weeds this year and she knows it took a lot of work.
- Dalarie reminded Bev that she should make an annual checklist for shut down and maintenance so we don't leave something behind.

MANAGER'S' REPORT: A written report was distributed to the directors and is attached to and a part of the minutes. Discussion.

PRANK CALL – BOMB THREAT: Bev reported that the District has a prank call of a bomb threat at the office a couple weeks ago. The call came in on the emergency number (our only publicized cell phone number) to Adam, who had the on call that day. He promptly called Ben. Ben called the 911. The Morrow County Sheriff's Department responded and ordered the office to be evacuated. Several law enforcement cars arrived. The office and grounds were searched. They did ask Chris to come back into the office to see if anything was out of place. Discussion. The crew handled it well. We should put a basic protocol together for such extreme emergency situations. Perhaps get some input from the Oregon State Police.

DISTRICT BUSINESS

REVIEW STATE LEGISLATIVE MATERIALS: Summaries of the 2017 State Legislative session as prepared by several state agencies were distributed to the Board for their review. As a result, several policies or procedures were updated by staff (see the following).

RESOLUTION NO. 15-004 – PUBLIC MEETINGS AND RECORDS: The District adopted this policy in 2015 which states we are in line with the Oregon Attorney General's policies. However, we could not find a signed copy of that resolution. Mueller moved to confirm this resolution and the previous action, asking all Board members to sign. Kemper seconded. Motion passed.

RESOLUTION NO. 17-008 - CELL PHONE & ELECTRONIC DEVICE POLICY: This policy brings us to standards set by the State Legislature regarding such use when operating vehicles. It makes it clear than any tickets received by an employee is at their own cost, that the district will provide hands-free accessories, and replaces any previous policy. Mueller moved to adopt the resolution. Second by Kemper. Motion passed.

RESOLUTION NO. 17-009 – DISCRIMINATORY WORKPLACE HARASSMENT POLICY: Our insurance carrier, SDAO, is focusing on this issue for 2017. This policy enhances the discrimination and harassment part of our employee standards and sets clear procedures and actions. Mueller moved to adopt the resolution. Kemper seconded and motion passed.

EMPLOYEE APPLICATION FORM: Bev reported that we made a minor modification to the District employee application form to be in line with new laws regarding wage discrimination. Basically, an employer can no longer ask a potential employee about his current or previous earnings.

DIVISION ONE DIRECTOR: One petition was received for the Director Division One election. A certificate of election has been prepared for Robert “Bob” Mueller. Kemper moved to accept the declaration of election for the single candidate and that Bob Mueller be declared elected to the three year term. Philippi seconded. Motion passed with two aye votes.

2016 AUDIT REPORT: Lisa reviewed the audit report with the Board. Mueller moved to accept the 2016 audit report. Kemper seconded. Motion passed.

ADJOURNMENT

With no further business, Chairperson Philippi adjourned the meeting at 10:25 a.m.

Signed:

Bev Bridgewater, Secretary

Attest:

Dalarie Philippi, Board Chairperson