

JULY BOARD OF DIRECTORS MEETING

West Extension Irrigation District

7/18/23 9:00 AM

Columbia Improvement District Office

501 E. Columbia Avenue, Boardman Oregon

—AGENDA TOPICS—

1. Call Meeting To Order / Introductions
2. Approval of Agenda
3. Special Business—Public Comments
4. Monthly Business
 - Approval of Minutes - June meeting
 - A/P List - June
 - Financials—June 30, 2023
5. Reports and Correspondence
 - Operations Report
 - General update
 - Repair and cleaning at Three Mile Dam diversion
 - Discussion of several private issues
 - Administrative Report
 - Collections and pending foreclosure actions
 - Managers Report
 - Letter and request by OSHA for evaluation
 - Update NRCS 2024 project—Laterals 25-27
6. District Business
 - Update on GIS system purchase/evaluation
 - City of Irrigon interaction—Update
 - Cleaning of Boardman laterals
8. Other Business
 - Manager vacation August 27—September 10, 2023
9. Adjournment

Meeting Procedures: Agenda items will be taken in the order listed, unless changed by the Chairman. The public is reminded not to interrupt the Board members during their discussion. If you have specific questions that are not on the agenda or addressed during the meeting, please ask a Director or staff prior to or after the meeting.

Public Comment: Public comments are welcome during the public comment section of the meeting. These should be relative to District policies, Board actions or items of general interest to the public. All speakers must be recognized by the Chairman prior to speaking. The Chairman reserves the right at any time to limit public comments due to time constraints and content. The public is reminded that all comments are directed to the Board.

How To Get an Item on the Agenda: First, be sure that your item is a matter of district policy or Board oversight. The Board sets the Policies of the District and delegates the authority of management of those policies to staff. Some of the questions you have may be management or operational questions and can be answered by staff. We encourage you to do so during regular office hours. If Staff is unable to answer your question, they will bring the issue to the Board as an agenda item. A Director may also request an agenda item. All requests go to the Board Secretary, Bev Bridgewater. Anyone having agenda items for the next meeting are asked to submit the request five business days in advance of the meeting in order to be included on the meeting agenda.

Executive Session: The Board may convene in an executive session. By law, an executive session is closed to all except the Board, District staff, legal counsel, members of the press, and persons reporting to it on the subject of the executive session or otherwise involved. Before convening such a session, the Chairman will make a public announcement and explain the necessary procedures.

If there are any questions about the agenda or Board procedures, please contact Bev Bridgewater, Secretary to the Board and District Manager, at 541-922-3814.

Upcoming Board meetings for 2023:

Sept. 21, 2023

Oct. 19, 2023

Nov. 16, 2023

Dec. 21, 2023

WEST EXTENSION IRRIGATION DISTRICT

P.O. BOX 100 IRRIGON, OREGON 97844
PHONE: (541) 922-3814 FAX: (541) 922-9775

June 15, 2023

Monthly Board Meeting

Chairperson Philippi called the Board meeting to order on June 15, 2023 at 9:05 a.m. at the Columbia Improvement District meeting room located at 501 E. Columbia Ave. in Boardman. Those in attendance were: Board members, Dalarië Philippi, Vern Frederickson, and Abe McNamee; Board Secretary/Manager, Bev Bridgewater; Administrative Services Manager, Lisa Baum; Field Superintendent, Ben de los Santos; Chet Sater, Manager of the Bureau of Reclamation Umatilla Field Office. Directors Bob Mueller and Von Studer were not able to attend.

AGENDA: Chairperson Philippi asked for additions to the agenda. Bridgewater requested to add a review of the District Background Checks Policy and Procedure and a contract from the City of Boardman under District Business.. Additionally, she would like to discuss the District's hiring policy under Other Business. Chair Philippi approved the agenda with the additions recommended by the Manager.

MONTHLY BUSINESS

APPROVAL OF MINUTES: McNamee moved to approve the minutes of the May Board meeting. Frederickson seconded. Discussion. Motion passed.

BILLS PAYABLE: Frederickson moved to approve the May accounts payable list in the amount of \$122,523.59. McNamee seconded. Motion passed.

FINANCIALS: The Board reviewed the preliminary financial reports for the current year through May 31, 2023. Discussion.

REPORTS AND CORRESPONDENCE

The Board reviewed the Manager's report. It is attached to and a part of the meeting minutes.

OPERATIONS: Ben reported that the crew is making progress on the work orders and small projects, many of which are carried over from last season. He stated they are starting to work as a team. He mentioned the last part of the Lateral 15 project – the pipeline from the alfalfa valve to Broadbent, was started. The old ditch has been removed. It will be a month or so before they can get back to it. He also mentioned the crew built and installed several rails. The walkway and handrails at the Lateral

15 screen are part of the federal piping project for Lateral 15. Some rails were installed at the endspill for safety purposes that benefit customers as well as crew.

Aquatic herbicide treatments started with an acrolein treatment on the main canal on May 24. This is six weeks earlier than in 2022. Assuming treatments continue through August, we will need to purchase additional product.

SPRAY PROGRAM: Dalarie would like to discuss the annual maintenance of the District laterals. Using the labor crew each year is costly, especially now that we no longer have a contract with Two River Inmate crew. Without a spray regime, we are repeating the same work each year. Ben confirmed that although we had spraying of the laterals on our list for water startup, it didn't happen. He is frustrated as well. Discussion. The Board would like more discussion at the July meeting and would like to have information about the time and costs of cleaning the laterals.

ADMINISTRATIVE: No report.

MANAGER REPORT: Reviewed the written report. Other comments:

- Umatilla River flow is below average. A dry year is anticipated.
- Conjunctive use started May 31, so earlier than average.
- Manager met with the City of Umatilla regarding Amazon water the District will receive from their new facilities on Powerline Road.
- Engineer from JUB has contacted the District about the inlet facility.
- Issues with the City of Irrigon's development practices continue.

DISTRICT BUSINESS

BACKGROUND CHECKS POLICY & PROCEDURES: A new policy outlining the rules and procedures for background checks, criminal records checks, employment history, and driving record checks was reviewed. This policy complies with State and federal laws and the recommendation of Special Districts of Oregon. It appoints a hiring authority who has the responsibility to review the information. Considerations can be allowed on a case-by case, need-by-need basis, so the policy is not "black and white. It also applies to current employees who will need to notify the District of any serious driving issues or criminal offenses. Frederickson commented that the State can monitor driving records for a small fee and it's likely a good idea to check regularly, due to potential liability.

Frederickson moved to adopt the Background Checks Policy & Procedures. McNamee seconded. Motion passed.

CITY OF BOARDMAN CONTRACT FOR USE OF COMMUNICATION TOWER: The City of Boardman sent a contract for the use of their tower to mount the District's antenna for its SCADA system. The cost is \$100 per month. Frederickson moved to approve the contract and authorize the Chairman to sign on behalf of the District. McNamee seconded. Motion passed.

CITY OF IRRIGON/NEW DREAMS PROJECT: Chet Sater reported that he met with the City of Irrigon yesterday about the New Dreams project. He also looked at this project and the one on Oregon Street with Bev and Ben this morning. It is helpful to see the projects firsthand. The City has allowed developers to do what they want, because “it’s the developers land.” From his meeting with the City Manager, Chet reported that:

- 1) The City Manager doesn’t want to recognize the federal easements
- 2) His thoughts are to “get it in the ground, then get it approved”

This attitude by the City Manager matches the interaction Manager Bev has had on these two development projects. Her letters to planning, although conditions sought by the District were recognized by the Planning Commission in the case of New Dreams and incorporated into the New Dreams final findings, have been ignored by the City Manager. In the case of the Oregon subdivision, she understands that her letter was not presented to the Planning Commission. Surveyor Ron McKinnis, who was at that meeting, was not aware of the federal ROW and did not include it in the final plat.

CITY OF IRRIGON INTERACTION: Sater went over Reclamation’s requirements with the City. Aaron Palmquist, the Manager, recently sent a drawing to Chet for the New Dreams work, saying they will lower the existing irrigation line by July 1. The City has not filed an application yet.

Sater has full regional support to protect the federal ROW and pipeline. The “wheels are in motion,” and they have reviewed the historical information. Reclamation won’t support shutting down the system during the irrigation season, which is WEID’s policy as well. Discussion. Other thoughts:

- City development requirements include sidewalks to be installed adjacent to development. On Oregon Street, for instance, this would be right on a federal ROW and over the irrigation pipe.
- WEID could work with the City to develop new standards for irrigation lines such as HDPE, depths, distances.
- Bev still prefers a cooperative approach if we can get there.
- Move the irrigation lines onto landowner property, not City ROW
- Lines originally installed in County ROW, now being taken over by the City are not protected, so the District will work with the City. It is important to have a clear understanding of what that looks like.
- Can we turn the County permit to an actual ROW before City takes over?
- Chet told the City that BOR will work with them to protect federal easements.
- Does the City still want its patrons to have irrigation water? Previous City Administrator Patrick Reay came to a WEID Board meeting with the request to assure the District continued serving City patrons as the City did not have sufficient water. Manager Gerald Breazeale confirmed this.. There has been no discussion with the current City Manager. Perhaps there should be.

More discussion, thoughts, and concerns about the current interactions. We should look at the map of Irrigon to see what we do serve. Legally, we can't remove water rights and many folks within current City limits and the urban growth boundary have water rights. The District has active facilities running through Irrigon both North and South of Hwy 730. Follow-up.

- 1) Chet will get a letter from Reclamation to the City.
- 2) He will request proper applications and drawings from the City.
- 3) Bridgewater to contact Palmquist and/or Mayor Patton to get their ideas about irrigation water and development.
- 4) She will also follow up with the contractor that pulled district lines, valves out of the ground and cut off service to two lots. These lots still have no service.
- 5) Bridgewater to ask surveyor to correct the subdivision plat off Oregon Street (Maple Grove) to show the federal ROW.

Bev reported that the District still has not gotten its permit for the communication tower even though it was approved by Planning last year. She will send a letter to the City asking them to consider deeding their small lot, adjacent to the District, to the District with the understanding they have a sewer line ROW. This would give more room for the District's tower and for the planned records storage facility. Chet said that Aaron had mentioned this to him.

Abe wondered about putting the tower outside the city limits with a repeater to the office.

PROCTOR PROPERTY/SLAUGHTER SPILL: There is a federal drainage easement through the Proctor property, heading west south of Depot Lane and ending up to a pond on the west side of 8th Road W. Now that flood irrigation has been minimized in the area, with this being the last year, the drainage is drying up. There is some natural water, and it is an emergency spillway for the District. McNamees are purchasing this land and would like to know if they can move the drainage and pipe it so they can have better use of their property. Sater said they will need to file a relocation of easement application. They should send the application with plans to Reclamation Hermiston office with a copy to the District.

The Board has no objection to this. Manager Bev and Ben will come up with a maximum number that would need to flow.

Lisa Baum left the meeting at 10:35 am.

OTHER BUSINESS

The Board reviewed the District's hiring policy, specifically the section about hiring relatives of current employees. Seth Rhodes has applied to the District, has been interviewed and is one of the top two candidates for the job. He is Lisa Baum's son-in-law. Manager checked with SDAO and they confirmed that hiring him now is not an issue since Lisa is not his supervisor. If she were to become the District Manager or his supervisor in the future, the Board would need to change its policies at that time by making an exception and putting additional protections/separations in that part of the policy. Discussion.

The Board felt it is up to Ben and Bev to make the hiring decision. If Seth is the choice, then they can change and establish additional procedures if it is an issue in the future.

ADJOURNMENT

With no further business, Chairperson Philippi adjourned the meeting at 10:55 am.

Signed:

Bev Bridgewater, Secretary

Attest:

Dalarie Philippi, Chairperson

West Extension Irrigation District
Check Register / Accounts Payable List
June 2023

CHECK#	DATE	VENDOR	DESCRIPTION	TOTAL	WEID EXPENSE	PAYROLL EXPENSE	OTHER REIMB.
			WEID GENERAL ACCOUNT:				
PERS 5/27/23 IAP	6/6/23	Oregon PERS	Payroll	696.88		696.88	
PERS 5/27/23 Pension	6/6/23	Oregon PERS	Payroll	2,455.10		2,455.10	
PERS 5/27/23 RHIA	6/6/23	Oregon PERS	Payroll	3.00		3.00	
OR 6/12/23	6/14/23	OR Tax Deposit	Payroll	1,163.45		1,163.45	
US 6/12/23	6/14/23	US Tax Deposit	Payroll	4,773.27		4,773.27	
PERS 6/12/23 IAP	6/22/23	Oregon PERS	Payroll	692.86		692.86	
PERS 6/12/23 Pension	6/22/23	Oregon PERS	Payroll	2,620.17		2,620.17	
PERS 6/12/23 RHIA	6/22/23	Oregon PERS	Payroll	3.50		3.50	
OR 6/27/23	6/29/23	OR Tax Deposit	Payroll	1,251.88		1,251.88	
US 6/27/23	6/29/23	US Tax Deposit	Payroll	4,860.20		4,860.20	
36560	6/14/23	Lisa Baum	Payroll	1,860.00		1,860.00	
36561	6/14/23	Bev Bridgewater	Payroll	2,260.55		2,260.55	
36562	6/14/23	Ben De Los Santos	Payroll	2,148.26		2,148.26	
36563	6/14/23	Emma Mueller	Payroll	1,307.26		1,307.26	
36564	6/14/23	Dan Rector	Payroll	1,801.27		1,801.27	
36565	6/14/23	Bob Schlosser	Payroll	1,563.02		1,563.02	
36566	6/14/23	Alan Svatonsky	Payroll	1,169.36		1,169.36	
36567	6/14/23	Shara Weiss	Payroll	900.98		900.98	
36568	6/14/23	Bev Bridgewater	Health Reimb.	695.46		695.46	
36569	6/14/23	Bob Schlosser	Health Reimb.	866.05		866.05	
36570	6/14/23	A-Plus Connectors	Handrails, 7th St. PS	224.18	224.18		
36571	6/14/23	Abadan	Copier	113.29	113.29		
36572	6/14/23	Bio-Med Testing	Drug Testing - CDL	10.00	10.00		
36573	6/14/23	CenturyLink	Office Telephone	250.42	250.42		
36574	6/14/23	Commercial Tire	Pipe Trailer - 2 tires	330.38	330.38		
36575	6/14/23	Devin Oil Company	Fuel	1,388.43	1,388.43		
36576	6/14/23	Elmer's Irrigation	OR St. PS, stock	437.80	437.80		
36577	6/14/23	Express Services	Labor Service	862.85		862.85	
36578	6/14/23	Field Instruments & Controls	Transducers - Telemetry	821.13	821.13		
36579	6/14/23	First BankCard	Office, Safety, PS, Telemetry, Tra	4,614.28	4,614.28		
36580	6/14/23	Christian Forseca	Mileage - May 2023	78.60	78.60		
36581	6/14/23	Hermiston Auto Parts	PU# 7, 9	46.07	46.07		
36582	6/14/23	Kuhn Law Offices	Planning-Irrigon, Taylor Bridge	925.00	925.00		
36583	6/14/23	Morrow County Clerk	Recording-Taylor Agreement	96.00			96.00
36584	6/14/23	One Call Concepts	Locates	86.84	86.84		
36585	6/14/23	Oxarc	Shop	120.52	120.52		
36586	6/14/23	Jack Paul	May Lawn, Shrubs, flowers	425.00	425.00		
36587	6/14/23	RiverTech Irrigation	Southshore VFD, Bonner VFD	4,166.10	4,166.10		
36588	6/14/23	Ross Machine	Handrails, 7th St. PS	1,939.45	1,939.45		
36589	6/14/23	SAIF Corporation	Worker's Comp Insurance	7,581.22		7,581.22	
36590	6/14/23	Special Districts Association OR	Liability-add storage	5.00	5.00		

West Extension Irrigation District
Check Register / Accounts Payable List
June 2023

CHECK#	DATE	VENDOR	DESCRIPTION	TOTAL	WEID EXPENSE	PAYROLL EXPENSE	OTHER REIMB.
36591	6/14/23	Special Districts Insurance Serv.	Health Insurance	6,354.98		6,354.98	
36592	6/14/23	Smitty's Ace Hardware	Shop, Safety, PS, Weed, Mnt	587.03	587.03		
36593	6/14/23	Staples Business Advantage	Office Supplies	138.98	138.98		
36594	6/14/23	Streamline	Website - 1 year hosting	2,400.00	2,400.00		
36595	6/14/23	Triple M Truck & Equipment	KW Dump Truck, Acrolein Trlr	1,644.82	1,644.82		
36596	6/14/23	Umatilla Electric Coop	Power	17,033.28	4,407.10		12,626.18
36597	6/23/23	Stephen / Tehawna Henthorn	Irrigon Water Savings Program	172.35	172.35		
36598	6/23/23	Devin Oil Company	Fuel	1,252.12	1,252.12		
36599	6/23/23	Express Services	Labor Service	2,820.04		2,820.04	
36600	6/23/23	Grainger	Lat. 15 PS Building - Fan	356.73	356.73		
36601	6/23/23	Irrigon Mini-Storage	Monthly Storage Rent	52.00	52.00		
36602	6/23/23	J-U-B Engineers	Eagle Crest Estates	591.00	591.00		
36603	6/23/23	Verizon Wireless	Cell Phones	517.52	517.52		
36604	6/28/23	Lisa Baum	Payroll	1,860.00		1,860.00	
36605	6/28/23	Bev Bridgewater	Payroll	2,260.55		2,260.55	
36606	6/28/23	Ben De Los Santos	Payroll	2,105.65		2,105.65	
36607	6/28/23	Emma Mueller	Payroll	1,341.70		1,341.70	
36608	6/28/23	Dan Rector	Payroll	1,774.20		1,774.20	
36609	6/28/23	Seth Rhodes	Payroll	542.80		542.80	
36610	6/28/23	Bob Schlosser	Payroll	2,263.41		2,263.41	
36611	6/28/23	Alan Svatonsky	Payroll	1,478.75		1,478.75	
36612	6/28/23	Shara Weiss	Payroll	1,249.33		1,249.33	
		TOTALS		106,412.32	28,102.14	65,588.00	12,722.18

MANAGER'S REPORT - JULY 2023

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

OPERATIONS: Several items to report:

- The VFD for Southshore pump station has been installed.
- Problems with the VFD on both 7th St and Columbia Lane stations. Small pumps not kicking on. Gary Moore adjusted 7th St, waiting for Columbia. Training needed for Ben and Bob.
- Large motor on Columbia station being replaced.
- Shade cloths put up on all pump stations.
- Lots of overuse in Irrigon during the very hot weekends. Letters sent.
- Miller Road – another leak, this one a blowout. Crew is repairing today (Tuesday)
- Aquatic treatments continue. Lots of weed growth in canal.
- Private landowner issues with failing pipes or valves. We will send a letter to folks later this summer to remind them to replace aging valves.
- Shara has left the District.
- 1st Street line to MCSD replaced, part of City of Irrigon paving project
- All equipment is running. One pickup out for problems.

Planned priority work – complete Lateral 15 alfalfa valve to Broadbent line.

Leaks on Lateral 15

Repair of trash rack at Three Mile Dam (hit by excavator at some time)

Leak at RV Park off 13th Street

Mowing and cleaning Lateral 17. Several canal road areas and others.

Two issues for discussion –

- 1) Summer work at Three Mile Dam to complete debris and silt removal – work window is July 1 to August 15. We plan to bring Reffett in with his “new to him” jet-powered Army boat. We will also pull the damaged trash rack and repair it during this time.
- 2) Customer issues – Mark Keith and Vern Evans (Umatilla). Problems w. shared mainline Lateral 31 – ditch rebuilt by WEID several years ago is filling in

ADMINISTRATIVE: Lisa and Emma have been busy with collections, meter postcards, meter readings and reports. Lisa has one property ready legal action (official contact was made over 30 days ago with Notice to Proceed to Foreclosure). Because there is not an August meeting, she will have a short list of others that she plans to notice this month for formal collection proceedings. Approval from the Board will expedite this collection process. Remember that all these properties have received numerous statements (in various colors), shut-offs, phone calls and so on. They all owe at minimum 2022 and 2023 assessment.

MANAGER REPORT: I have been very pleased with Reclamation's follow-up to the City issues. There is more detail later in this report. Here are some other items I am working on:

WINDWAVE: Windwave is planning to install cable from Main Street to Tower Road on the north side of Kunze. We met with them to identify our crossings. We told them to contact Philippi for the location of county drains and their crossings in the area. Windwave offered to pipe the curbed ditch along the north side of Kunze. The issue is gravity flow. It would need to be a 24-inch gated ditch for flood irrigation. We should decide this and also how far below the laterals they need to be. We have been using 5-feet below the recently piped laterals. Ten (10) feet below the open laterals. Does the Board want to change that? They plan to get their application to Reclamation soon for work this fall.

PORT OF MORROW: At this meeting we learned that the POM plans to install a 24-inch freshwater pipe from Bombing Range Road to Tower Road, likely in 2025. They will be on the south side of Kunze, likely in the travel lane. I am not sure if they are following Wilson or coming through the Amazon campus, crossing our canal east of Miller Road. This was very preliminary discussion of their project..

EAGLE CREST/TAYLOR: We are close on finalizing our part of the Eagle Crest subdivision, which is the bridge crossing. Tying their LLC into the covenants is being looked at now. We need to be sure that every landowner knows they are a part owner of the bridge and have a share in the liability of the bridge. Conversations with Stiffler are going well. They, too, want to be sure they are protected from increased liability due to the new landowners.

GRANTS: All grants are in good shape. The extension received for the Canal Study to end of December. I will apply for an extension for Lateral 17. We have the contract for the new automated gates for the Relocation Canal. Meters are in for that grant and they will be installed in the off season. The infrastructure loan is proceeding with a request for cultural survey to Anderson Perry. Reclamation engineer has met with Ben and had some suggestions. I may apply for the pump station for 25, 26, 27. But, I am focused on finding money for Lateral 17 so we can finish that project.

CUSTOMERS: I am amazed each year at how many customer questions, comments and issues we have. It feels like we surely have answered them all, but new things keep coming up. I see that Lisa and Ben are growing in their knowledge all the time and more able to step up and address many of the issues with confidence, compassion and assurance. That makes me happy.

AGENDA ITEMS:

OSHA REQUEST: We have a letter and a follow-up phone call from OSHA about their inspection program. We have done a lot of safety work and our crews are trained, so I am not afraid of doing this. It's just the time. Direction from the Board, please.

NRCS 2024: Ben and I met with NRCS a few weeks ago in Boardman. They are very excited to get started on converting flood irrigation. We identified 48 acres of Philippi land, 45 acres of Pierce and 26 acres of Bebb. Plus there are 42 acres south of the canal that could be added. Now is the time to consider what we would like to do in this area as NRCS has the funding for next year. We have two years for the project. Our part is putting in the power, pump station and

mainline. We would apply for a small grant for this. We have delayed the Lateral 17 project to 2025. Maps are included for our review.

UPDATE GIS SYSTEM: We have met with JUB, discussed with the City of Umatilla, discussed with Vern F and Atrayu. Emma has done a lot of research. We are zeroing in on a couple of options to consider. In the meantime, we are working with JUB to get our current maps updated with new partitions, tax lots and names. This is a large undertaking, but one that we need to move forward not only for our own crews but for local utilities and contractors. Emma will be at the meeting to talk over where we are now in our search. We expect discussion and questions.

CITY OF IRRIGON INTERACTION:

- 1) New Dreams/Division St.: Letter from Reclamation and the District have gone to the City (copies enclosed). The City has not responded to me, nor has Kumar. They have, however, submitted applications to Reclamation for the utility crossings on our pipeline off Division St. In the meantime, UEC has completed their application and Reclamation's engineer has looked at the crossing request and asked for more detail from the engineer (Ron McKinnis).
- 2) New Dream project/Maple Grove: I sent letters to the City and requested that McKinnis file a correction of the partition plat. Letters enclosed. Reclamation is preparing a letter to the City notifying them of non-permitted crossings (sewer and water) plus we see that gas, telephone and power have crossed.
- 3) Irrigation facilities in Irrigon: Right after our July 15 meeting, I left a message for City Manager, Aaron, that I thought we should discuss irrigation water to City patrons so we are on the same page. Here is his answer: "We will need to discuss the feasibility and potential outcomes for WEID irrigation within the city limits and UGB. More to follow on this front."
- 4) Request to meet with City Mayor: I have gone thru the City of Irrigon ordinances, focusing on development. While, of course, they are required to consult and work with various agencies and special districts, there is not criteria, direction or even comments in the ordinances to do so. This is where I want to start the discussion with the City Mayor. On Saturday, I left a message for Mayor Michelle Patton, letting her know that I would like a meeting with her. Wendy and Chet called Monday and one of them would also like to join that meeting. No return call as of Tuesday.

PROPERTY BEHIND OFFICE: I sent a letter to the City, requesting they consider transferring ownership of the lot behind our office to the District. On Friday, I found out that our request is on the City's agenda this Tuesday. I plan to attend that meeting and will report back to the Board. Information for the Council is in the Board packet. I think Cecil will attend the City's meeting with me.

NOTE: I am planning a vacation from August 24 to September 10.



Oregon

Tina Kotek, Governor



Department of Consumer
and Business Services

000630

WEST EXTENSION IRRIGATION DISTRICT
PO BOX 100
IRRIGON OR 97844

July 1st, 2023

Dear Oregon Employer:

You are receiving this letter because your business is registered as part of an industry classification (NAICS – North American Industrial Classification System) that Oregon OSHA considers more hazardous, based on historical injury and illness data for the industry classification.

You are not required to take any action based on receiving this letter; however, *it may be advantageous* for you to consider our free safety and health consultation services.

Oregon OSHA's Consultation Services provide a confidential, free evaluation of your workplace to help you identify hazards, prevent injuries, reduce workers' compensation costs, increase productivity, and save money. Consultative Services has professional safety, health, and ergonomic consultants who can provide you expert guidance on any topic or area you'd like them to evaluate.

You can request a confidential consultation from Oregon OSHA over the phone or online (see below). You may also benefit from taking Oregon OSHA's free educational workshops or online courses by selecting "Education" on our website at <https://osha.oregon.gov/> or by calling 888-292-5247.

If you have previously received this letter this year, you are receiving it again due to the fact that your business has multiple locations.

Sincerely,

Renee Stapleton

Administrator

Turn page for consultation information

Shawn Tarlar
OSHA

541-303-3230

Oregon OSHA consultative staff provides no-cost assistance statewide that can be scheduled at the following locations:

Portland: 503-229-6193	Salem: 503-373-7819	Eugene: 541-686-7913
Bend: 541-388-6068	Medford: 541-776-6016	Pendleton: 541-276-2353

If you have questions about our enforcement or consultation sections, or questions about this letter you can call 1-800-922-2689.

Here are four ways your workplace can benefit from a consultation visit:

- Identify hazards and work practices that could cause injuries or health problems.
- Learn about the safety and health requirements that apply to your workplace and how to make them work for you.
- Strengthen your workplace safety and health program and learn how to integrate it into your business.
- Receive a comprehensive report that includes your consultant's findings and recommendations.

Here are some frequently asked questions

How long will a consultation take? All requests are prioritized with the highest priority assigned to small high hazard employers who have not used our services in the past five years. The duration of the on-site evaluation depends on various factors such as the size of your facility and the scope of the evaluation you request. The consultation may take only a couple of hours or last a full day. You can request a comprehensive evaluation or limit the consultation to specific issues. You are in control.

Does an Oregon OSHA consultation trigger an enforcement inspection? No. Consultation does not share information with enforcement. In fact, employers who take advantage of consultation services receive a short window of exemption from a scheduled inspection to allow them an opportunity to implement the recommendations made by consultation.

Can an Oregon OSHA consultant speak to an Oregon OSHA enforcement officer about my work place? No. Oregon OSHA consultants cannot discuss the details of your consultation with enforcement and the enforcement section cannot obtain a copy of your report.

I'm a small employer. Do I qualify for an Oregon OSHA consultation? Yes. All employers regardless of size may request a consultation. We give priority to small high-hazard employers who have not used our service in the past five years. The consultation program can be especially helpful to small employers that have limited staff or resources to allocate toward the development and implementation of safety and health programs.

Oregon OSHA's consultative services aim to conduct more than 2,500 consultations every year. **We are here to help employers with their workplace safety and health;** all it takes is a phone call or e-mail from you to request a consultation. Call your nearest Oregon OSHA office or visit <https://osha.oregon.gov/> on the web and complete the consultation request online. After your request is processed, a consultant will contact you to schedule a convenient time for the visit.

CITY OF IRRIGON INTERACTION

For WEID Directors' information

- Page 1 – Reclamation letter to City Manager regarding New Dreams subdivision
- Page 2 –Reclamation letter to Developer, Kumar, regarding New Dreams subdivision
- Page 3—WEID letter to Developer, Kuman, regarding trespasses and facility removal
- Page 4—WEID letter to City Manager regarding Walnut Grove trespass
- Back of Page 4 – WEID letter to surveyor regarding Walnut Grove
- Page 5 – WEID letter to City requesting consideration of transferring City lot to WEID
w/map on back
- Pages 6 & 7 – City Manager information to City Council



United States Department of the Interior

BUREAU OF RECLAMATION

32871 Diagonal Rd

Hermiston, OR 97838



IN REPLY REFER TO:

UFO-4110

2.2.3.19

CERTIFIED MAIL

Mr. Aaron Palmquist
City Manager
City of Irrigon
500 NE Main Avenue
Irrigon, Oregon 97844

Dear Mr. Palmquist:

In accordance with regulations found at 43 CFR 429.13, this letter acknowledges receipt of the application seeking to cross Reclamation's right-of-way for the Relocation Later No. 2 (RL-2) Pipeline and to alter Reclamation's pipeline by lowering the pipeline to facilitate the City's water main that will service the New Dream Subdivision.

The Bureau of Reclamation obtained the right-of-way for the RL-2 via Quitclaim Deed from the Oregon Land and Water Company to the United States as recorded in Volume 28 page 557 of the records of Morrow County, Oregon, as directed by Order No. 3209 by the District of Oregon Ninth Judicial Circuit dated February 17, 1914. A copy of the quitclaim deed is attached as Enclosure 1.

In accordance with 43 CFR 429, any crossing or use Reclamation's land, facilities, or waterbodies requires that an application and associated plans be submitted plans for review and authorization by Reclamation prior to the beginning of any work within the right-of-way. Any plans should be developed in accordance with Reclamation's Crossing Guidelines, a copy of which is enclosed as Enclosure 2.

An initial review of your application has been completed and your request appears to be appropriate for further processing. A preliminary review of the City's plans by our engineer identified issues that need to be resolved prior to the start of installation by the City. We understand the City has developed a preliminary schedule for the installation, therefore, the City should have the engineer who designed the crossing coordinate with our engineer to resolve the issues as soon as possible. Matt DeAmico is the engineer for the Umatilla Field Office and can be reached at (541) 970-4357 or by e-mail at mdamico@usbr.gov.

This letter serves as notice of the receipt of the application to inform you that no work shall take place in, on, under, or over Reclamation's right-of-way, nor will Reclamation's facilities be

①

altered in any fashion, until we have reviewed and authorized the application for the proposed water main, and an agreement has been issued for work within the right-of-way.

As we understand that the City wishes to complete the installation as close to its proposed scheduled date as possible, we request that the engineering plans be revised and resubmitted by July 15, 2023.

If you have any questions, please contact me or Wendy Morrison at 541-564-8616 ext 231. If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services.

Sincerely,

CHESTER SATER

Chet Sater

Manager, Umatilla Field Office
Columbia-Cascades Area Office
Bureau of Reclamation

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Date: 2023.06.30 10:17:25
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Enclosures:

Encl 1 - Quitclaim Deed from Oregon Land & Water to U.S.

Encl 2 - Bureau of Reclamation Crossing Guidelines



United States Department of the Interior

BUREAU OF RECLAMATION

32871 Diagonal Rd

Hermiston, OR 97838



IN REPLY REFER TO:

UFO-4110

2.2.3.19

CERTIFIED MAIL

Mr. Joseph Kumar
2001 Melrose Street
Walla Walla, Wa. 99362

Dear Mr. Kumar:

It has come to Reclamation's attention that unauthorized work was conducted over, under, and near the West Extension Irrigation District's Relocation Lateral #2 (RL-2) Pipeline to install water and sewer service to the future New Dream Subdivision development at the intersection of Thomas Street and Division Street in Irrigon, Or. The Bureau of Reclamation obtained the right-of-way for the RL-2 via Quitclaim Deed from the Oregon Land and Water Company to the United States as recorded in Volume 28 page 557 of the records of Morrow County, Oregon, as directed by Order No. 3209 by the District of Oregon Ninth Judicial Circuit dated February 17, 1914. A copy of the quitclaim deed is attached as Enclosure 1.

In accordance with 43 CFR 429, any crossing or use Reclamation's land, facilities, or waterbodies requires that an application and associated plans be submitted plans for review and authorization by Reclamation prior to the beginning of any work within the right-of-way. As work has already been completed at your direction, an application and plans should be submitted as soon as possible in order to get the water and sewer lines authorized by Reclamation. An application form SF 299-09 is being enclosed for your use (Encl 2), or you can contact Wendy Morrison, our Realty Specialist, via e-mail at wmorrison@usbr.gov, and she will provide an electronic copy for your completion and submittal.

Additionally, we have received plans from the City of Irrigon, Or. which indicate that electric service, gas lines, and fiber optic lines will be installed across the RL-2 right-of-way prior to street paving and sidewalk installation associated with your development. As the developer, it is incumbent upon you to contact the individual utility companies and have them submit applications and plans to obtain authorization to install utilities across the right-of-way. Umatilla Electric Cooperative has applied for, and obtained, the authorization to install the lines for the subdivision across the RL-2 right-of-way; however, we have not received requests from Cascade Natural Gas Company or the company that will be providing internet services. A copy of Reclamation's Crossing Guidelines is also enclosed (Encl 3) for your future use and should be provided to the utility companies for guidance in designing their facilities. Until Reclamation

receives the applications and plans, and the approval process has been completed, no work shall be conducted within the right-of-way whatsoever.

This letter serves as notice of the process to obtain authorization to cross Reclamation's rights-of-way and to inform you that no further work shall take place in, on, under, or over Reclamation's right-of-way until we have reviewed and authorized the application for the installed water and sewer lines, or for any third-party utilities, and agreements have been issued for work within the right-of-way.

As we understand that a preliminary schedule has been developed for the installation of the facilities, we request that you complete and submit your application by July 12, 2023, and notify the utility companies of the same requirement.

If you have any questions, please contact me or Wendy Morrison at 541-564-8616 ext 231.

Sincerely,

**CHESTER
SATER**

Digitally signed by
CHESTER SATER
Date: 2023.06.27
14:57:02 -07'00'

Chet Sater
Manager, Umatilla Field Office
Columbia-Cascades Area Office
Bureau of Reclamation

Enclosures:

Encl 1 - Quitclaim Deed from Oregon Land & Water to U.S.

Encl 2 - SF 299-09 Application for Utility Crossing

Encl 2 – Bureau of Reclamation Crossing Guidelines



West Extension Irrigation District

P. O. Box 100; Irrigon, OR 97844-0100
541-922-3814 (ph) 541-922-9775 (fax)
bbridge@oregontrail.net

June 16, 2023

Joseph Kumar
2001 Melrose St.
Walla Walls, WA 99362

Re: Trespass T5N R27E Section 30 SW NW

Dear Joe:

The West Extension Irrigation District is a federal irrigation district, formed and operated under federal laws and those of the State of Oregon (ORS Chapter 545). It operates the federal Umatilla Basin Project, authorized by Congress in 1905, under its 1926 O&M contract with the Bureau of Reclamation. You have trespassed on the federal project and impacted irrigation service due to your construction activities. This is a serious matter, needing your immediate attention. I have three specific items to address in this letter.

Item One: New Dreams Subdivision Trespass

Several times over the past three months, District staff have talked to you and your representatives about trespass on the federal irrigation line and right-of-way located on your New Dreams subdivision off Division Street in Irrigon. Your work there is not authorized by the federal government.

We have made attempts to reach out to you, your engineers and the City to resolve the issue. Your engineers provided maps to me, but no actionable request has come forward.. Until the matter of unauthorized crossing of the federal irrigation facility is corrected, you must cease all work over and across the federal right-of-way immediately.

To remedy this situation, you should go to the Bureau of Reclamation Field Office in Hermiston located at 32871 Diagonal Road. You should speak to the Manager, Chet Sater. This link will take you to a website that will describe the process.

<https://www.usbr.gov/pn/snakeriver/landuse/authorized/crossings>. You will need:

- Details regarding the crossing of the federal facility.
- Details about any public space such as the park that is planned to be located over and on the federal facility: i.e.. Who will maintain the park and have liability?
- Details about lowering the existing federal pipeline.

District and federal policy will not authorize irrigation service to be disrupted during the irrigation season.

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Item Two: Removal of an active irrigation line across the New Dreams Subdivision

You will find a bill for \$15,000 for the illegal removal of the District's irrigation line and the continuing disruption of service to two properties. This includes the cost of the annual water rights for the two properties as they cannot receive water.

We have seen a map showing how service to the two properties could be installed coming from the east. Please have a responsible party contact us about entering into easement agreement for the new pipe. We understand this work will be done at no cost to the District and in accordance with our policies. Once this work is done, we will sign a release of the existing irrigation/utility easements across your property.

Item Three: Walnut Grove Subdivision

The Walnut Grove subdivision was filed without showing the federal right-of-way that exists on the property. We have asked the surveyor to file an affidavit of correction.

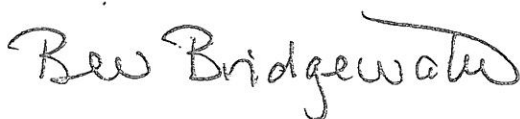
You will need to contact Reclamation at the location listed earlier to request a permit for any utility located near or crossing of the federal pipeline, including driveways. Any encroachment must meet federal standards.

This letter serves to notify you that all activity within the federal ROW, 25-feet each side of the original ditch, shall stop until this matter is resolved. We are agreeable to a request to lessen the ROW width, which will need to be authorized by Reclamation.

To summarize:

- 1) Contact the Reclamation office with your requests for crossings for the two subdivisions. There are federal rights involved and only the federal government can issue permission to you for use of their ROW.
- 2) Pay your fine and provide a contract that will likely include the City for how we will get service to the District's irrigators on the west side of 10th Street.
- 3) Cease any activities or encroachments on the federal ROW until matters are resolved.

Once these issues are corrected, I will send a letter of compliance to the City of Irrigon that you have met the conditions of Items No. 7 and 8 under Precedent conditions in the findings for New Dreams subdivision.



Bev Bridgewater
District Manager



West Extension Irrigation District

P. O. Box 100; Irrigon, OR 97844-0100
541-922-3814 (ph) 541-922-9775 (fax)
bbridge@oregontrail.net

June 16, 2023

City of Irrigon
P. O. Box 428
Irrigon, OR 97844
aaron.palmquist@ci.irrigon.or.us

Re: Trespass T5N R26E Section 24 SW SE

Dear Aaron::

The West Extension Irrigation District is a federal irrigation district, formed and operated under federal laws and those of the State of Oregon (ORS Chapter 545). It operates the federal Umatilla Basin Project, authorized by Congress in 1905, under its 1926 O&M contract with the Bureau of Reclamation. The City has trespassed across a federal ROW and 8-inch pipeline along Oregon St.

To remedy this immediate situation, you should contact the Bureau of Reclamation Field Office in Hermiston located at 32871 Diagonal Road. You should speak to the Manager, Chet Sater or Wendy Morrison, Realty Manager. I have attached SF 299, the form required by Reclamation.

Since the Walnut Grove subdivision was filed without showing the federal right-of-way that exists on the property, we have asked the surveyor to file an affidavit of correction. For information on the location of the federal rights in this area, please review the letter and documents that were sent to you on or about June 3, 2022 for the June 7, 2022 Irrigon Planning Commission meeting. Information was also sent to Reclamation and the surveyor, Ron McKinnis, on June 21, 2022.

A handwritten signature in cursive script that reads "Bev Bridgewater".

Bev Bridgewater
District Manager



West Extension Irrigation District

P. O. Box 100; Irrigon, OR 97844-0100
541-922-3814 (ph) 541-922-9775 (fax)
bbridge@oregontrail.net

June 16, 2023

Ron McKinnis, Surveyor
rvmeng@eotnet.net

Re: Maple Grove Subdivision
T5N R26E Section 24 SW SE tax lots 201 and 202

Dear Ron::

The West Extension Irrigation District is a federal irrigation district, formed and operated under federal laws and those of the State of Oregon (ORS Chapter 545). It operates the federal Umatilla Basin Project, authorized by Congress in 1905, under its 1926 O&M contract with the Bureau of Reclamation. Much of the federal interest that make up the easements of the District were obtained through the 1914 court decree. This is the case for the Irrigon area.

For the Maple Grove subdivision, the federal right-of-way that encompasses that property along the northern boundary was not shown on the final plat. We e-mailed the information to Aaron Palmquist, City Manager, on June 3, 2022, for the Planning Commission meeting on June 7, 2022. We also emailed document sources for the federal right-of-way to you on June 21, 2022. I will forward that email to you.

On behalf of the District, and authorized by our Board of Directors, I hereby ask you to file an affidavit of correction for the Maple Grove subdivision plat.

Please let me know if you need more information from me. The Reclamation contact on this is Chet Sater or Wendy Morrison at the Hermiston Field office. Thank you.

A handwritten signature in cursive script that reads "Bev Bridgewater".

Bev Bridgewater
District Manager

c/Matt Kenney, Morrow County Surveyor



West Extension Irrigation District

P. O. Box 100; Irrigon, OR 97844-0100
541-922-3814 (ph) 541-922-9775 (fax)
bbridge@oregontrail.net

June 21, 2023

City of Irrigon
P. O. Box 428
Irrigon, OR 97844
aaron.palmquist@ci.irrigon.or.us

Re: 5N27E19CC tax lot 2901

Dear Aaron::

The City of Irrigon owns the lot behind the WEID office. We understand you have a sewer line going through the lot.

The West Extension Irrigation District has a need for more land in order to better conduct our irrigation service and meet the increasing needs of today's customers. With this letter, we are requesting the City to consider transferring the title of tax lot 2901 to the District, keeping your interest in the property for the sewer line. Here are our needs and plans:

- 1) We plan to build a permanent storage facility for our historic maps, records and everyday needs. It will be a 30X15 foot secure building located behind our office.
- 2) We have plans to put up a 50-foot high communication tower for our SCADA and telemetry needs. This is critical for our operations. The best place to put the tower would be near the center of the City property.
- 3) We will continue our grass area and landscaping onto the new ground. We will also complete the fence along the south border.

We are available to meet with you or the City Council regarding this request. Cecil Rock is representing us in planning for this work, so please feel free to contact him with any questions. Thanks.

A handwritten signature in cursive script that reads "Bev Bridgewater".

Bev Bridgewater
District Manager

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WEID/WINDWAVE/CITY OF IRRIGON

Write a description for your map.

Legend

West Extension Irrigation District

730

WEID Office

The Waterfowl Country Club

West Extension Irrigation District

Handwritten notes on map:
- "Tower" (with an 'X' in a box)
- "Shed" (with an 'X' in a box)
- "Land 8/20/00"
- "Circuit 1000 ft"

Google Earth

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MEMORANDUM

To: City Council
From: Aaron Palmquist, City Manager *ap*
Date: July 18, 2023
RE: Potential Sale of Property Item #4

West Extension Irrigation District (WEID) has approached the city, requesting there need for additional land to fulfill their plan and meet increasing requirements by acquiring additional land owned by the city. The property was acquired for \$10,450.00 to meet Areas 1 and 2 Sewer Conversion needs.

The parcel, known as 5N 27E 19CC Tax Lot 2601, is undevelopable as a single stand-alone lot. There is a sewer main that runs along the southern portion from the west, beginning at SE Seventh Street and an old unused irrigation ditch. The property is currently zoned Open Space/Recreation. Other than the sewer easement there is no real benefit for the city to maintain this parcel in our inventory.

In considering WEID's request there are two aspects to be made as part of any potential sale.

1. There is a small part of the tax lot 2601 of Assessor's Map 5N 27E 19CC that could be preserved for residential use and sold or transferred to the adjoining landowner to the small leg of the property on the south of SE Ninth Street, tax lot 2624. The development along SE Ninth Street has not been impacted by a need for a utility easement other than the sewer easement previously noted.
2. The request from WEID would need to consider the following, should the council give direction. The following actions would need to take place by WEID.
 - A. Make a formal request to the Irrigon City Council for purchase of the property. That request should outline the need for land use actions that WEID would apply for prior to completing the land sale. This would protect WEID should the land use request for a zone change not be approved (see later steps). If the City Council provides their initial approval of the process, then the following steps would follow.
 - B. Apply for the following land use actions with Irrigon as the landowner and WEID as the applicant:
 1. Apply for a replat to facilitate the reconfiguration and joining of the current WEID ownership with the subject property. This would also remove the lot lines from the original town plat and create a legal parcel to allow development. The necessary easement for the city's utilities would be identified as a Condition of Approval of this request.
 2. Apply for and have approved a change in zoning of the subject property from Open Space/Recreation to Commercial to allow for the proposed expansion of WEID operations and equipment. This would entail an application addressing the factors outlined in the Development Code as well as an analysis of the statewide Planning Goals and the Comprehensive Plan. Public hearings would be held before both the Planning Commission and City Council. Notice to the Department of Land Conservation and Development would also be required.

3. Application for these two land use actions can be done concurrently and as a combined request. Alternatively, applications can be done individually. If more detail is needed it can be provided.
- C. Once the land use actions are approved and completed, WEID should reengage the City Council to undertake the process to surplus the subject property for sale. This action does require a public hearing to deem the property surplus and to accomplish a land sale.
- D. Once the land sale is complete WEID can then apply for required development permits for the proposed uses. As a public, non-commercial entity the application review would require a Type III Decision which includes a public hearing before the Planning Commission. WEID should anticipate the following requirements for any applied development:
1. 10-foot setbacks along the back property line as the adjacent property to the south is zoned for residential use.
 2. Fencing of the subject property.
 3. Confirm that current development on the WEID property complies with setback and other development requirements.
 4. Accomplish and maintain the 10 percent landscaping requirement.
 5. Storage or shipping containers are not allowed in any zone or for any use.
 6. Storage of chemicals, if allowed, shall be done to protect residential uses to the south.
 7. Any structures or improvements over 35 feet in height would require a Variance.

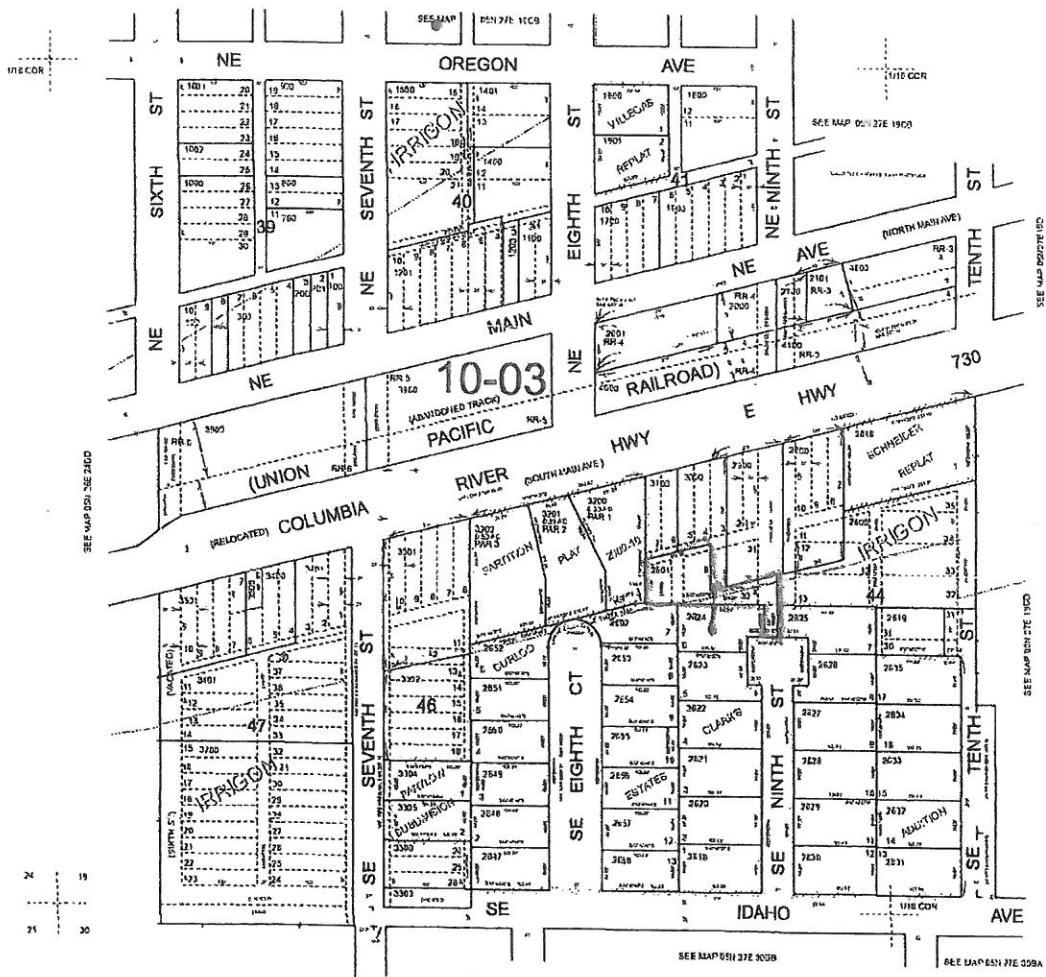
Staff requests city council direction regarding this matter prior to continuing conversation with WEID. Staff would ensure all action follows Land Use and Zoning code provisions and actions.

THIS MAP WAS PREPARED FOR
ASSESSMENT PURPOSE ONLY

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MORROW COUNTY
1" = 100'

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Revised: EB
01/24/2022
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