

# FEBRUARY BOARD OF DIRECTORS MEETING

West Extension Irrigation District

2/22/24 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. Floor or special Business
4. Monthly Business
  - Approval of minutes— January meeting
  - A/P List - Not available
  - Financials—Not available
5. Reports and Correspondence
  - Operations Report
  - Update
  - Administrative Report
  - Managers Report
  - Review Manager's Report
  - CTUIR report
6. District Business
  - Policy Review
  - Easement standards
  - Land Development Policy
  - OSHA consultation report
7. Other Business
  - Resolution No. 24-002; Establish meeting locations
8. Adjournment

**WEST EXTENSION IRRIGATION DISTRICT  
ALTERNATE MEETING LOCATIONS  
RESOLUTION NO. 24-002**

WHEREAS, ORS 192.630 requires Public Meetings to be held within geographical boundaries of the District or the nearest practical location, and

WHEREAS, the Board of Directors meet on a monthly basis with its staff, crew, contractors and interested parties, and

WHEREAS, The District meets from time to time with its water users to discuss irrigation issues and projects, and

WHEREAS, the District office does not have space for Board and public meetings, now

THEREFORE BE IT RESOLVED that the meetings of the Board of Directors of the West Extension Irrigation District, including Board meetings, water users meetings and other public meetings, may be held at locations outside the District which are considered the nearest practical location. Such alternate locations include:

Columbia Improvement District located at 501 E. Columbia Ave, Boardman (preferred)  
Port of Morrow located at One Marine Drive, Boardman  
Frederickson Farming located on Patterson Ferry Road, Irrigon.  
Sage Center located at 101 Olson Road, Boardman

This Resolution will remain in effect from year to year until changed by further Resolution of the Board of Directors.

ADOPTED BY THE BOARD OF DIRECTORS OF THE WEST EXTENSION IRRIGATION DISTRICT THIS 22nd DAY OF FEBRUARY, 2024.

\_\_\_\_\_  
Robert Mueller, Director Division 1  
Division 2

\_\_\_\_\_  
Abraham McNamee, Director

\_\_\_\_\_  
Von Studer, Director Division 3

\_\_\_\_\_  
Vern Frederickson, Director Division 4

\_\_\_\_\_  
Dalarie Philippi, Director Division 5

# WEST EXTENSION IRRIGATION DISTRICT

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January 25, 2024

## Organizational Meeting 2024

### Monthly Board Meeting

Chairperson Philippi called the Board meeting to order on January 25, 2024 at 9:08 a.m. at the Columbia Improvement District meeting room located at 501 E. Columbia Ave. in Boardman. Those in attendance were: Board members, Dalarie Philippi, Vern Frederickson, Abe McNamee, Von Studer and out-going director, Bob Mueller; Board Secretary/Manager, Bev Bridgewater; Administrative Services Manager, Lisa Baum; Field Superintendent, Ben de los Santos.

## ANNUAL ORGANIZATIONAL BUSINESS

**DIVISION ONE DIRECTOR:** Since there was not a candidate for the Division One director and the term expired n January, 2024, an appointment needs to be made. Frederickson moved to appoint Bob Mueller to continue in the position until the next election. McNamee seconded. Mueller agreed to continue. Motion passed. This is a one-year appointment.

**OATH OF OFFICE:** Mueller took the oath of office as Director for Division One.

### **OFFICER ELECTION / APPOINTMENT:**

**CHAIRMAN:** Philippi asked for nominations for officers of the Board. Mueller nominated Dalarie Philippi to continue as Chairman. McNamee seconded the nomination. With no further nominations, they were closed. A unanimous vote was cast thus electing Dalarie Philippi as Chairman of the Board of Directors.

**VICE CHAIRMAN:** Philippi asked for nominations for Vice Chair of the Board. Mueller nominated Vern Frederickson to continue as Vice Chairman. McNamee seconded the nomination. With no further nominations, they were closed. A unanimous vote was cast thus electing Vern Frederickson as Vice Chairman of the Board of Directors.

**SECRETARY:** In accordance with ORS 545.181 (b), Manager Bev Bridgewater was appointed as Secretary for the Board of Directors.

**RESOLUTION NO. 24-001: REGULAR BOARD MEETINGS FOR 2024 and ORGANIZATIONAL MEETING FOR 2025.** Discussion. Frederickson moved to adopt the Resolution, as amended. Second by Mueller. Motion passed. The Board meetings will be held on the third Thursdays of each month. There will be no meeting in August.

**RESOLUTION NO. 24-002: AUTHORIZATION FOR BOARD MEETINGS TO BE HELD OUTSIDE THE WEID BOUNDARIES.** Bridgewater suggested we add all district meetings to this resolution as we often hold water user meetings at the Port or other spaces not in the District. Matter postponed to the February meeting.

**BANKING:** Baum reminded the Board where the District has its bank accounts. Frederickson moved to continue banking with Banner Bank of Oregon, the Bank of Eastern Oregon and Local Government Investment Pool (LGIP). McNamee seconded. The signers on the accounts will be the five Directors, Dalarie Philippi, Vern Frederickson, Bob Mueller, Abe McNamee and Von Studer, and the Manager, Beverly Bridgewater, with two signatures required for checks. Lisa Baum is authorized to transfer funds and obtain information from the banks. Motion passed unanimously.

## JANUARY BOARD MEETING

Having completed the annual business, Chairman Philippi opened the January board meeting at 9:20 a.m.

**AGENDA:** Chairperson Philippi asked for additions to the agenda. De Los Santos would like to discuss some pickups and equipment as possible surplus items. This will happen under his Operations Report. Frederickson moved to accept the agenda. Mueller seconded. Motion passed.

## MONTHLY BUSINESS

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

**BILLS PAYABLE:** McNamee moved to approve the December accounts payable list in the amount of \$98,098.07. Studer seconded. Motion passed.

**FINANCIAL REPORT:** Year-end financial reports (draft) were reviewed. Discussion.

## REPORTS AND CORRESPONDENCE

**OPERATIONS:** A written operations report was given to the Board. It is attached to and a part of the minutes. The Board had some questions and discussed several operational issues with Ben. He brought up several pickups and old equipment that should be considered for surplus. Discussion. The board would like more detailed information. McNamee offered to look at some of the old electrical panels.

**CANAL & LATERAL CLEANING:** The WEID excavator has been cleaning the Boardman main canal since mid-November. We have two rentals – a JD 160 started at Three Mile this week and a mini to do the laterals. Ben commented that the mini can easily tear up the concrete, so man hours will need to be put in on the laterals.

**SHOP HEATER:** Ben commented that Cascade Natural Gas and American Heating will install and hook-up the heat at the shop. He is waiting for a quote on the radiant heaters.

**SAFETY CONSULTATIONS:** The new deck and stairs are complete at the railcar storage area. The follow-up from the first OSHA consultation is complete. The second consultation, which is with a health officer, was on Tuesday. We should have his report by the next meeting. Discussion.

**ADMINISTRATIVE REPORT:** Baum gave updates on several issues.

**AUDIT 2022:** The 2022 audit report had previously been distributed to the Board. It was reviewed. A motion was made by Mueller to accept the 2022 audit report. McNamee seconded. Motion passed.

**AUDIT CONTRACT:** Quotes have been requested for a three-year contract for WEID 2023, 2024, 2025 audit. Two firms responded. The board reviewed the bids. A motion was made by Studer to accept the bid of Andersion, Boylan, Ramos PC which was the low bid. Mueller seconded the motion. Though the firm is new, the partners have worked with the District and Baum has confidence they will do a proper job. Motion passed.

**COLLECTIONS:** Baum reviewed the collection delinquencies. Discussion and direction was given.

### **MANAGER'S' REPORT:**

A written report was provided to the Board and is part of the meeting minutes. The board reviewed and discussed the report.

**MEETING WITH IRRIGON CITY COUNCIL:** Bridgewater will work with Reclamation and our attorney to follow up with the items of concern.

## DISTRICT BUSINESS

**BUDGET 2024:** The Board reviewed the budget, which had been slightly modified after the budget meeting. She is concerned that the safety line item needs to increase after the OSHA consultation. There are issues with the conex that herbicides are being stored in that will need to be addressed. Discussion.

**RESOLUTION NO. 24-003 – 2024 BUDGET:** McNamee moved to pass the budget as presented.. Mueller seconded. Discussion. Motion passed unanimously.

**RESOLUTION NO. 23-004 – CHARGES AND COLLECTIONS:** McNamee moved to accept Resolution No. 24-004 that states the annual charges and fees and also the collections procedures. Mueller seconded. Motion passed unanimously.

## OTHER BUSINESS

**BRIDGE STANDARDS:** The District bridge standards were in the Board packet for review. No changes are recommended. We have been notified by the Umatilla Fire Chief that he has concern about several bridges in Umatilla County where he would not take a fire truck across. Bridgewater explained to the Board that we have some publicly-owned bridges, mostly privately-owned bridges and at least three where the listed owners have passed away. There are three issues:

- 1) Bridge ownership. All bridges should have clearly defined owners. The District should work on the ones that don't and get that corrected.
- 2) Safety. If a bridge is not safe as determined by an agency such as the fire department or ambulance department, it is up to that agency to contact the owners of the bridge and state their concerns.
- 3) Public use. New laws in Oregon require bridges to be posted if they do not meet the minimum load requirement of ODOT, which is 86,000 lbs. The District will advise the landowners of this law, but not monitor it.

The District tasks no liability for the bridges. It is up to the owners of the bridges to assure they are in compliance with federal and state law and to address any safety issues that may arise about their bridge. The District will cooperate with agencies on addressing their issues and raising awareness about the bridge ownership.

**WATER RIGHT TRANSFER POLICY:** Two changes were made to the WEID Water Right Transfer Policy.

- 1) Adding recurring temporary transfers and a standard cost for those.
- 2) Requiring permanent transfers onto newly irrigated ground to go through the temporary transfer process until the ground has been irrigated.

Studer made a motion to accept the updates to the Water Right Transfer policy. Mueller seconded. The motion passed.

**LAND DEVELOPMENT POLICY:** Some minor updates, including updating fees, were proposed to the Development policy. The policy was reviewed and discussed. There was a lot of discussion around easements, fencing, trees & bushes, exceptions, and agreements. The board wants guidance with flexibility and discretion. Bridgewater is to work on it some more and bring it back to a future meeting.

**FEE SCHEDULE – 2024:** The updated fee schedule for 2024 reflecting current costs was reviewed. Frederickson moved to approve the fee schedule. Studer seconded. Motion passed.

### ADJOURNMENT

With no further business, Chairperson Philippi adjourned the meeting at 11:50 am.

Signed:

\_\_\_\_\_  
Bev Bridgewater, Secretary

Attest:

\_\_\_\_\_  
Dalarie Philippi, Chairperson

## **MANAGER'S REPORT - FEBRUARY 2024**

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

First of all, Lisa and Ben have both been sick for the past two weeks. I don't expect either of them for the Board meeting. Ben made a few hours out with the crew Monday, but he is still sick. Lisa is starting to feel better, but not able to come in yet.

**TAYLOR/STIFFLER BRIDGE:** Stiffler continues to hold up this process.

**PHILLIPS' BRISTOL ESTATES:** Waiting for HD Fowler to weld the HDPE for the road crossing.

**NEW DREAMS SUBDIVISION:** Attorney is working on his letter to them,

**CANAL BRIDGES:** Broken down to three issues, as stated in the Jan. minutes.

- 1) Ownership. WEID to verify owners of all bridges.
- 2) Safety. Rely on agencies' concerns to contact owners where safety is an issue.
- 3) Compliance with federal & state laws. WEID will notify owners of federal and state laws requiring posting of bridges that may be used for heavy loading.

**OSHA HEALTH INSPECTION:** We recently received the written report from the OSHA Health inspector. It is as we expected – concerns with the storage facility and some safety issues that need correction.

**OPERATIONS:** I have only inspected the lower Boardman canal and immediately called Dalarie. We brought in a labor crew. Funding will come from main canal budget. We will replace 80 – 100 panels from Paul Smith to the end. There is so much damage to an already broken up canal from the ice. I haven't gone to Three Mile yet, but hear we have a few panels there. I will inspect from 86 through the desert as soon as I can. Our equipment operator is moving the weeds away to clean the canal (that's just not productive) and I am trying to get a burn crew. We had trouble with our trailer and hose/wands – not sure, but it's straightened out now. I understand they will start burning ahead of him on Wednesday. We have two temps and they are great. We are clean through Gattenbein corner and Ramp Weir Two as of Tuesday. We are using the two excavators. We have the mini pulling panels in Boardman. If Ben is up to speed next week, things will start moving quicker.

**DEVELOPMENT POLICY:** I am bringing the development policy back to the Board with few changes from January. I think our discussion at the meeting started revolving around existing circumstances and this policy is for Development only.

**EASEMENT STANDARDS:** I will enclose them with the board meeting info for your review. I am not proposing any changes to this policy.