

WEST EXTENSION IRRIGATION DISTRICT

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December 18, 2019

Monthly Board Meeting

Chairperson Philippi called the Board meeting to order on December 18, 2019 at 9:10 a.m. at the City of Irrigon office located at 500 N.E. Main St. in Irrigon. Those in attendance were: Board members, Dalarie Philippi, Warren Kemper, Vern Frederickson, Abe McNamee and Bob Mueller; Board Secretary/Manager, Bev Bridgewater; Office Manager, Lisa Baum; Field Supervisor, Ben de los Santos.

Note that the meeting was moved from its usual location, Irrigon Fire Hall, due to an emergency rescue event in Irrigon where the Fire Hall was occupied.

AGENDA: Mueller moved to approve the agenda as distributed. Warren seconded. Motion passed.

MONTHLY BUSINESS

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

BILLS PAYABLE: After review, Mueller moved to approve the November accounts payable list in the amount of \$132,599.14. McNamee seconded. Motion passed.

FINANCIAL REPORTS: The financial reports for the period ending October 31, 2019 had been distributed with the Board packets. It was reviewed during the 2020 Budget review later in the meeting.

REPORTS AND CORRESPONDENCE

OPERATIONS: Ben reported on the following:

- Started laying pipe on the Marston property to Brown property off Lateral 12 in Boardman. This pipe will attach to the new pipeline installed in 2020. The crew ran into basalt most of the way. Only a few loads of fill will be needed.
- The excavator seems to be having a throttle issue. It is dropping in rpms.
- The backhoe is at Western Machines in Pendleton for some repair.
- The work at the shop has started. The post and trusses are up and the concrete floor will be poured next week.
- Landowners on Laterals 86 and 87 have contacted the District about their conversion from flood to sprinkler and where their new outlets will be.

PROJECTS BUDGET: Bridgewater presented a financial report on the Lateral 9 project. Discussion. \$33,000 is amount to be covered from budget or loan. We have enough for now and the Board would like to find financing that would keep the project separate from the District funds. The board discussed line item areas in the District budget that are being affected – fuel, equipment repair, labor (already separated). They asked Bridgewater to work on fully separating the District budget from projects, including renting district equipment to the project.

CANAL RO&M: Bridgewater discussed the deterioration of the main canal, which is now 105 years old. The panel replacement we have been doing (150-200/year) has been a big help, but we need to think long term. What is the plan? Bev has been aiming towards piping Boardman once the laterals are done and lining the upper canal where needed. There was more discussion and direction to include a plan in our update of the Water Management and Conservation Plan.

UPS PIPE DISCUSSION: Cleaver Farms will be lining their pipe and Bridgewater wondered if we want to consider that. The steel pipe has been in place for 50 years. The Board is interested in exploring hydro potential at this site before any decision on the site is made. In the meantime, maybe we could send a camera down the pipe to ascertain its condition. (Note: there are two 36-inch steel pipes from the UPS to the canal.)

EXECUTIVE SESSION

The Board went into Executive Session to discuss a lawsuit at 10:10 am. and came out of Executive Session at 10:15 a.m. Ben left the meeting at this time.

REPORTS (cont)

OFFICE MANAGER: Lisa gave a report on collection activities and office communication updates.

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

DISTRICT BUSINESS

- **PERSONNEL POLICY UPDATES:** The Board reviewed the District Personnel Policy, which had updates in these areas:
- Changing the paydates to the 16th and 1st of each month to allow more time for staff to complete, review and prepare time cards and payroll.
- Changing vehicle assignments from “shall” to “may”.

- Housekeeping issues and referencing District policies rather than restating them in this policy.

Frederickson moved to adopt the updated Personnel Policy. Mueller seconded. Motion passed.

SURPLUS PROPERTY: The Board would like to sell property it owns off 3rd Street in Irrigon to help pay for the shop.

EXECUTIVE SESSION

The Board went into Executive Session to discuss surplus property and its valuation at 10:44 am. and came out of Executive Session at 10:53 a.m.

Lisa left the meeting at this time.

DISTRICT BUSINESS (cont)

OFFICE MANAGER / ADMINISTRATIVE SERVICES ASSISTANT: As part of preparing for Bev's retirement (July 1, 2021 or so), Bev recommends that Lisa's responsibilities be increased and has created a new job description for her. She would be moving into the Administrative Services Management of the District. This job, combined with an Operations Manager, provides a solid management team for the District moving forward. Discussion. Lisa was asked back to the meeting and the Board interviewed her for this position.

Frederickson moved to move Lisa into this sensitive, salaried, management position, which is exempt from the Union. Mueller seconded. Motion passed.

Dalarie directed that Lisa and Bev work on a timeline for training and present that at the next meeting.

LATERAL 12 PROJECT & DONOVAN MEADOWS: Several pump ideas were presented for the Lateral 12 project. The District could add Donovan Meadows landowners to this system in a season or so, which would eliminate that pump station. The Board thought this was a good idea. Abe recommended we use a turbine pump as it is more efficient on power and would have less weed problems.

Lunch break and Ben rejoined the meeting.

BUDGET 2020: A 2020 budget proposal for discussion purposes was presented to the Board. The Board reviewed it and direction was made. Key points follow.

- An idea to put funds in the equipment repair budget based on hours used. For example, 600 hrs at \$10/hr would be \$6,000. Funds not used would be put into equipment repair reserve.

- We need to work on the equipment maintenance program overall. Expectations of the crew should be clearly outlined.
- Main canal – Bev would like \$60,000 so we can increase our canal lining
- Laterals 24 and 28 need concrete repair as the lateral is beaten down on the “cow” side of the lateral. Board stated if we are not losing water, leave it. It due to animals and it needs repair, bill back to the landowner. Try to minimize cost.
- Sunrise Pump station will need work this year including a VFD, replacing the inlet and outlet, adding a meter, and a new screen. Discussion.
- Discussion of a GPS unit for each vehicle that would track use and location.
- No pickup to be purchased this year. Move those funds to main canal.
- For 2020, try to fund the Emergency reserve that we are depleting. Not the building reserve. Bev noted that we will need a line item for buildings as we will need a new roof on the office before long. Our storage shed needs some repairs.
- Review of cash position. Need to confirm the figures.

ADJOURNMENT

With no further business, Chairperson Philippi adjourned the meeting at 1:25 p.m.

Signed:

Bev Bridgewater, Secretary

Attest:

Dalarie Philippi, Chairperson