

DECEMBER BOARD OF DIRECTORS MEETING

West Extension Irrigation District

12/07/23 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. Floor or special Business
4. Monthly Business
 - Approval of Minutes - November meeting
 - A/P List - November
 - Financials—November 30, preliminary
5. Reports and Correspondence
 - Operations Report
 - Update
 - Administrative Report
 - Report from OWRC annual meeting
 - Collections update
 - Review 2023 Audit
 - Managers Report
 - Review Manager's Report
 - Water right enforcement practices discussion
6. District Business
 - Budget 2024
7. Other Business
8. Adjournment

LUNCH BREAK

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.

Organizational meeting in 2024:
Jan. 18, 2024 9:00 am

WEST EXTENSION IRRIGATION DISTRICT

P.O. BOX 100 IRRIGON, OREGON 97844

PHONE: (541) 922-3814 FAX: (541) 922-9775

November 16, 2023

Monthly Board Meeting

Chairperson Philippi called the Board meeting to order on November 16, 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, Dalarie Philippi, Vern Frederickson, and Von Studer; Board Secretary/Manager, Bev Bridgewater; Administrative Services Manager, Lisa Baum; Operations Superintendent, Ben De Los Santos; Chet Sater, Manager of the Bureau of Reclamation Umatilla Field Office. Directors Bob Mueller and Abe McNamee were not able to attend.

AGENDA: Chairperson Philippi asked for additions to the agenda. There were none. Frederickson moved to accept the agenda as presented. Studer seconded. Motion passed.

MONTHLY BUSINESS

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

BILLS PAYABLE: Frederickson moved to approve the October accounts payable list in the amount of \$76,330.51. Studer seconded. Discussion. Motion passed.

FINANCIALS: The Board received a proforma financial reports that listed expenses through October 2023 and projected income and expenses to December 31, 2023.

REPORTS AND CORRESPONDENCE

OPERATIONS:

VEHICLE PURCHASE: A new 2023 GMC 1500 was purchased from Dave Smith in Kellogg, Idaho. This was the best choice after checking all options. Discussion.

EQUIPMENT REPORT: When doing maintenance on the excavator, the crew discovered that the turntable was leaking. It is at Bailey's for repair. Discussion. We have hired an excavator operator for winter and he will start when we get the excavator back in service. The mower, backhoe and both dump trucks are working.

WINTER WORK: De Los Santos reported on work planned for this winter. Crew is mowing now, doing after season repairs, completing the Broadbent line (grant), installing updated telemetry equipment, preparing pipes for the new meter (grant), road work from Peters to end, and other needed work. Planning is happening for the 25 pump station, the Relocation canal gates and drainage work east of Paul Smith Road. He has been in touch with a commercial sprayer who will send a quote.

2024 PICKUP: We expect the Colorado that we ordered a year ago to be cancelled. The order could be resubmitted. The board wondered if we need a new truck now that we have purchased the GMC. Bev and Ben reminded them that we would like to surplus trucks No. 8 (which was stolen two years ago and damaged) and Truck No. 9 is not reliable. We definitely need another truck when we do a new hire (we are one employee down) Discussion.

Other subjects of discussion:

- Weed control and spraying
- Bed liner for the new truck
- Relocation canal gates versus piping the canal.
- Radios for SCADA (Reclamation has surplus)
- CREZ for possible funding of Lateral 17
- Can we get a summer intern through POM next year?
- Does UEC have grants for infrastructure?
- Will heat rods work for the shop? Cost?

ADMINISTRATIVE:

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

COLLECTIONS: Baum reviewed the status of collections, as listed in her report and answered questions.

RESOLUTION NO. 23-005 – INTENT TO FORECLOSE: Studer made a motion to adopt Resolution No. 23-005 which ordered the collection of past due incurred charges on ten customers who were seriously delinquent on their accounts, in accordance with ORS 545.482 to 545.508, the Alternate Method of Collecting Incurred Charges. Frederickson seconded. Discussion. The board encouraged Baum to continue every means possible for collection short of actual foreclosure. Motion passed by unanimous vote.

2023 AUDIT: Baum received notice from the auditors that the 2023 Audit is complete. She will have it for review at the December meeting. She noted that changes of personnel at Barnett & Moro delayed the audit as well as the slowness of some of our vendor reports. This is the last year of our audity contract and the District will go out for bid for the next three-year contract.

MANAGER REPORT:

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

OSHA CONSULTATION REPORT: OSHA provided a safety consultant, and he did his inspection on October 24. His report was received a week later and provided to the Board. Here are the summary points in his report:

- Recordkeeping was good.
- He felt that workplace health and safety are a priority for the District.
- Safety meetings need to be held every month (we miss a couple each year) and walk around inspections should be conducted monthly.
- Fire extinguishers are up-to-date, but monthly inspections are not being held and employees need yearly training on their use.
- Vertical shafts on pump motors need to be guarded.
- Chain and sprocket on rotating screens should be guarded.
- A missing electrical plate on a transducer box.
- A portable ladder was not secured.
- Exit signs were not posted in the new shop.
- Tongue guard on the shop grinder was out of adjustment.
- Several compressed gas bottles were not secured in the shop.
- A buoy or life ring with 90' of rope should be at the IPS pier
- The stairs at the chemical storage have no handrail.

Corrective action due date is January 5, 2024 and we are to contact him when complete. He will also make a health consultation referral for us regarding the chemical storage site. Discussion.

BRIDGES OVER THE MAIN CANAL: Following up from the last meeting, Bridgewater has investigated the status of the bridges over the main canal. First of all, the contracts require the bridges to meet ODOT standards. That standard is 86,000 lbs. If they can't hold that weight, Oregon law requires the weight limit on the bridge to be clearly posted. She spoke with Marty Broadbent at the Boardman Fire Department about fire trucks crossing the bridges as they are at the top of the weight limit. He stated that they have inspected the Eagle Crest bridge and it is safe for their equipment to cross. In fact, all the bridges in Boardman meet their standard, which is the ODOT standard. Further research and discussion indicated that a concern, as Mueller indicated last month, is that trucks such as agricultural trucks and especially concrete trucks are carrying heavier loads now. Their weight and load distribution may not meet the standards set by ODOT. Bridgewater stated that it is up to the owners or drivers of those trucks that are overweight or length to assure the bridge can carry their weight. The Board suggested she send this information to the owners of the bridges.

PLAT DISCUSSION: Following up on the Manager's report, Bridgewater reviewed issues around plat sign-off and/or approval by the District. Both Morrow County and the City of Irrigon have moved plats forward without getting either a compliance

letter or plat sign-off from the District. This has been an issue for over a year. She has involved our attorney, Bill Kuhn. For the City, a conference has been held between herself, Kuhn and the City's attorney. She has reviewed the City of Irrigon's codes, and they do not provide guidance on this. For the County, Kuhn's pushback got results and she plans to meet with the Director for discussion.

The board reviewed the documents presented to them and discussed the issue. They agree to push back on the ability/requirement of the District to sign off on the plats. Maybe return to the legislature regarding wording in 92.103 that might provide clarification.

DISTRICT BUSINESS

BUDGET 2024 OVERVIEW: Bridgewater distributed a preliminary budget document that included a proforma for year-end 2023 and projected for 2024. She used a 3.2% increase for assessments and wages. She noted for 2023 that we appear to be under budget in labor and over in operations. There was a lot going on this year. The \$30,000 budgeted for the canal study has not been spent as JUB is very busy. That grant will need to be extended. The 2024 budget will focus on continuing our work on SCADA and canal automation, safety, improvements and office storage. The board was in-line with this thinking. Bridgewater mentioned that she held labor at its current rate, thinking we can hold off hiring a permanent employee now, continue to use labor as needed, and use the funds to focus on improvements and automation. Board members agreed. Staff will work on the details and present a budget for consideration at the next meeting.

DECEMBER MEETING: The Chairman moved the December meeting and 2024 Budget meeting to Thursday, December 7 at 9 am.

OTHER BUSINESS

None.

ADJOURNMENT

With no further business, Chairperson Philippi adjourned the meeting at 11:22 am.

Signed:

Bev Bridgewater, Secretary

Attest:

Dalarie Philippi, Chairperson

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

CHECK#	DATE	VENDOR	DESCRIPTION	TOTAL	WEID EXPENSE	PAYROLL EXPENSE	OTHER REIMB.
		WEID GENERAL ACCOUNT:					
OR 11/12/23	11/15/23	OR Tax Deposit	Payroll	888.66		888.66	
OR 11/27/23	11/27/23	OR Tax Deposit	Payroll	887.00		887.00	
US 11/27/23	11/27/23	US Tax Deposit	Payroll	3,619.55		3,619.55	
PERS 11/12/23 IAP	11/21/23	Oregon PERS	Payroll	627.82		627.82	
PERS 11/12/23 PENSION	11/21/23	Oregon PERS	Payroll	2,481.77		2,481.77	
PERS 10/27/23 PENSION	11/6/23	Oregon PERS	Payroll	2,253.97		2,253.97	
US 11/12/23	11/15/23	US Tax Deposit	Payroll	4,038.27		4,038.27	
PWEA 10/27/23 IAP	11/6/23	Oregon PERS	Payroll	608.67		608.67	
36817	11/7/23	Abadan	copier	174.89	174.89		
36818	11/7/23	Banner Bank	Pstg,Shop,Gantry,Training	4,752.79	4,752.79		
36819	11/7/23	Bev Bridgewater	Mileage 8/18/23 - 10/31/23	332.79	332.79		
36820	11/7/23	Commercial Tire	PU# 4 sensor	141.95	141.95		
36821	11/7/23	Dave Smith Motors	New Pickup	17,479.78	17,479.78		
36822	11/7/23	Elmer's Irrigation	Lines, Lat.15, Reimb.	3,434.96	2,262.52		1,172.44
36823	11/7/23	First BankCard	OACFA Conf., Microsoft 365	515.00	515.00		
36824	11/7/23	Hermiston Auto Parts	PU# 2,9; Excavator, Shop	351.02	351.02		
36825	11/7/23	Wayne Reffett	3 Mile Dam South Shore inlet	16,875.00	16,875.00		
36826	11/7/23	City of Irrigon	Utilities	449.73	449.73		
36827	11/7/23	NW Farm Supply	Filter parts, shop	135.97	135.97		
36828	11/7/23	Oxarc	safety	21.33	21.33		
36829	11/7/23	Jack Paul	October yard	506.00	506.00		
36830	11/7/23	Hermiston Quicky Lube	PU# 6	55.75	55.75		
36831	11/7/23	Special Districts Association OR	Dues	2,644.00	2,644.00		
36832	11/7/23	Special Districts Insurance Serv.	Health Insurance	5,079.16		5,079.16	
36833	11/7/23	Smitty's Ace Hardware	Shop,Ofc,Lat.15,Safety,Excv	341.61	341.61		
36834	11/7/23	US Bank	Flex,Lease payment	40,516.25	40,516.25		
36835	11/14/23	Lisa Baum	Payroll	1,726.25		1,726.25	
36836	11/14/23	Bev Bridgewater	Payroll	2,293.43		2,293.43	
36837	11/14/23	Ben De Los Santos	Payroll	1,711.62		1,711.62	
36838	11/14/23	Seth Rhodes	Payroll	1,589.34		1,589.34	
36839	11/14/23	Bob Schlosser	Payroll	1,714.13		1,714.13	
36840	11/14/23	Alan Svatonsky	Payroll	1,172.65		1,172.65	
36841	11/14/23	Bev Bridgewater	Health Reimb.	675.54		675.54	
36842	11/14/23	Seth Rhodes	Health Reimb.	880.01		880.01	
36843	11/14/23	Bob Schlosser	Health Reimb.	793.51		793.51	
36844	11/16/23	CenturyLink	Telephone	265.34	265.34		
36845	11/16/23	Devin Oil Company	Fuel, Oil	1,073.44	1,073.44		
36846	11/16/23	Jimmy's Johns Portable Toilets	Utilities	80.00	80.00		
36847	11/16/23	NE Oregon Water Association	Dues	1,000.00	1,000.00		
36848	11/16/23	OR Water Resources Congress	O & M Workshop	300.00	300.00		

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

CHECK#	DATE	VENDOR	DESCRIPTION	TOTAL	WEID EXPENSE	PAYROLL EXPENSE	OTHER REIMB.
36849	11/16/23	Umatilla Electric Coop	Power	10,043.67	2,893.38		7,150.29
36850	11/27/23	Lisa Baum	Payroll	1,900.00		1,900.00	
36851	11/27/23	Bev Bridgewater	Payroll	2,293.44		2,293.44	
36852	11/27/23	Ben De Los Santos	Payroll	1,770.91		1,770.91	
36853	11/27/23	Seth Rhodes	Payroll	1,801.31		1,801.31	
36854	11/27/23	Bob Schlosser	Payroll	1,856.50		1,856.50	
36855	11/27/23	Alan Svatonsky	Payroll	1,230.73		1,230.73	
36856	11/27/23	Devin Oil Company	Fuel	791.57	791.57		
36857	11/27/23	Irrigon Mini-Storage	Rent	52.00	52.00		
36858	11/27/23	Kuhn Law Offices	Legal-Audit Letter	115.00	115.00		
36859	11/27/23	OR Dept. of Revenue	Fire Marshall Annual Fees	436.00	436.00		
36860	11/27/23	OR Utility Notification Center	Workshop--Excavator	25.00	25.00		
36861	11/27/23	Taylor Rhodes	Office Cleaning	100.00	100.00		
36862	11/27/23	Verizon Wireless	Cell Phones	521.66	521.66		
36863	11/29/23	OR-DMV Services	E-Plate Water tank/trailer	118.50	118.50		
		TOTALS		147,545.24	95,328.27	43,894.24	8,322.73

MANAGER'S REPORT - DECEMBER 2023

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

OPERATIONS: Ben will be at the meeting to provide updates on the various operational issues.

DISTRICT CREW: Since our excavator was picked up from Bailey on Tuesday, we finally brought in the operator and he started on the canal on Wednesday, the 6th. We won't be bringing in any labor until needed, and after the start of the New Year.

CROSSINGS: The only pipeline crossing the canal we have this winter is the Umatilla County crossing for the Westland project. That work was started in November. The contractor is Tapini, who we have worked with before. They are a top shelf company and keep good communication.

Joe Taylor still does not have his crossing contract with Reclamation. I think they are reviewing it. I believe he has kept in contact with them and certainly sends a reminder to me often. I have done what I can to move this one along.

We have several contracts with Windwave for winter work – on both sides of Kunze from Tower to Main street. I have signed off on these. I am reviewing their work down Wilson Road.

Lumen is doing work from Peters (where they will cross the canal overhead) then along the south side of Kunze to Paul Smith. I have reviewed that request and provided comments back to Reclamation.

UEC is doing work in several areas – from their sub-station south of the canal at Division, down Division and to the west. That contract was signed last summer. We just signed a new contract for crossing the canal overhead at Root Lane.

LOCAL PLANNING ISSUES: No update to report. Continuing follow-up with attorneys. However, I did get a message from the City Manager regarding facilities did not meet their depth or separation standards. We will craft a response.

PHILLIPS' BRISTOL ESTATES: Once Al and Barb sign off the Shared Water Delivery Agreement (which they've had for awhile now) and pay the hookup fees, we are ready to sign the plat. They hope to have it completed by the 20th. The Phillips were disappointed to learn they did not have water rights on the most southern 50-feet of their property, as it was vacated in 2012 from the County to the property.

Because of this, and comments made by the Phillips, I have added discussion of water right enforcement and practices to the agenda.

From: Boylan, Kayla <Kayla.Boylan@lambweston.com>

Sent: Tuesday, September 12, 2023 10:16 AM

To: Bev <bev@westextension.com>

Subject: Lamb Weston Treated Process Water

Hi Bev,

I am the Environmental Manager for the Hermiston Lamb Weston facility. I talked to Bill Schmittle from the City of Hermiston on their project with West Extension Irrigation District to send their treated wastewater to you during irrigation season. We have been evaluating different options for our treated process water and would be interested in meeting with you and your team to discuss if there is any potential of Lamb Weston discharging to West Extension Irrigation. Please let me know dates that would work for you and I can coordinate a time to meet at our site.

Thank you,

Kayla Boylan

Environmental Manager II

78153 Westland Rd | Hermiston, OR 97838

p 541.303.2711 | c 541.314.2504

kayla.boylan@lambweston.com



City of Irrigon Utility Provider Notice

Subject: City of Irrigon Utility Provider Notice

From: Aaron Palmquist <aaron.palmquist@ci.irrigon.or.us>

Date: 11/29/2023, 8:49 AM

To: Bev Bridgewater <bbridge@oregontrail.net>, blawrence@windwave.tc, Denny Whitsett <denny.whitsett@cngc.com>, Erik Lundby <erik@bluemountainnet.com>, Justin Samp <justin.samp@umatillaelectric.com>, Kurtis Hansen <Kurtis.Hansen@cngc.com>, Michael.Roberts@lumen.com, "Morrison, Wanda (Wendy)" <wmorrison@usbr.gov>, Nubia Loera <nloera@bluemountainnet.com>, Rosa Ortiz <Rosa.Ortiz@umatillaelectric.com>

CC: Aaron Palmquist - CM Irrigon <aaron.palmquist@ci.irrigon.or.us>, Jerry Dyer <jerry.dyer@ci.irrigon.or.us>

You are receiving this email as you are a utility provider, with attached memo, providing clearer and consistent messaging and standard. We have been experiencing several areas where utility depths and separation are not clear or to standard within the public ROW.

Thank you for correcting any area needing attention and going forward all items are to standard(s).

Regards,

-
Aaron Palmquist, MBA/PA

City Manager

City of Irrigon

P.O. Box 428 / 500 NE Main Ave.

Irrigon, OR 97844

manager@ci.irrigon.or.us

www.ci.irrigon.or.us

541-922-3047 Ph

541-922-9322 Fx

— Attachments: —

City of Irrigon Utility Provider Memo 11.29.23.pdf

450 KB



A neighborly community providing safe services, developing innovative partnerships, focusing on quality and life-giving opportunities.

November 28, 2023

Irrigon Utility Provider

RE: Utilities within the Public Rights of Way - ROW (CenturyLink/Lumen, UEC, Windwave, EOT/Blue Mountain Networks, CNG, WEID/BOR)

Dear Utility,

For some time and especially as of late, with major public improvement projects, utilities have been encountered that do not meet the minimum industry depth and/or separation requirements. The City of Irrigon also has utility requirements, attached for ease of understanding.

Utilities with less cover than required as shown on the City's Standard Drawing, U-1 *Utility Plan Typical Section*, attached to this letter, poses potential limitations and problems for damage to the utility or the City of Irrigon's infrastructure. Utilities are hereby notified that if such utility is not in accordance with the DWG: U-1 Typical Plan attached may be liable if failure or damage takes place to any infrastructure, such as roadway or public water and sewer infrastructure.

Additionally, locates have a standard and if they are not within the required locate distance or the City's U-1 utility plan, utility providers will be held responsible if such utility is damaged due to improper/insufficient locate or less than the required DWG: U-1 depth minimum of 30 inches of cover.

It is recommended that utilities with less cover or required separation, as noted in the typical city DWG: U-1, seek out ways and plan with a timeline to relocate their respective utilities to ensure the City's and utility's interest are protected. For any utility work within the public ROW a permit is required, as attached.

Sincerely,

Aaron Palmquist - City Manager MBA/PA – ICMA/CM
PO Box 428
500 NE Main Ave.
Irrigon, OR 97844
541-922-3047
aaron.palmquist@ci.irrigon.or.us

Attachment: Irrigon Utility Plan Typical Section
Right of Way (ROW) Permit