

# DECEMBER BOARD OF DIRECTORS MEETING

West Extension Irrigation District

12/15/22 9:00 AM

Columbia Improvement District Office

501 E. Columbia Avenue, Boardman Oregon

## —AGENDA TOPICS—

1. Call Meeting To Order
2. Approval of Agenda  
Introductions
3. Special Business—Report from Special Meeting with CTUIR
4. Monthly Business  
Approval of Minutes - November meeting & Special Meeting 12/14  
A/P List - November  
Financial Reports
5. Reports and Correspondence  
Operations Report  
Update employees, equipment, vehicles, canal & lateral work  
Administrative Report  
Collections  
Oregon Paid Leave Program info  
Cybersecurity and Website update  
Managers Report  
SDAO Best Practices, update on Director's on-line training  
Grant & budget reports
6. District Business  
Board Director Policy review  
2023 Budget
7. Executive Session - An executive session may be called in accordance with  
ORS 192.660
8. Other Business  
January meeting—broad look at 2023 meetings
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 or Board actions. 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:

Annual meeting January 19

# WEST EXTENSION IRRIGATION DISTRICT

P.O. BOX 100    IRRIGON, OREGON 97844  
PHONE: (541) 922-3814    FAX: (541) 922-9775  
November 28, 2022

## **Monthly Board Meeting**

Chairperson Philippi called the Board meeting to order on November 28, 2022, 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, Bob Mueller and Abe McNamee. Board Secretary/Manager, Bev Bridgewater; newly elected Board member, Von Studer.

**AGENDA:** Chairman Philippi asked if there were additions to the proposed agenda. There were none. Mueller moved to approve the agenda as presented. McNamee seconded. Motion passed.

### **SPECIAL BUSINESS**

**DIVISION THREE DIRECTOR:** The Division Three Director position has been vacant since Whitney Coffman resigned in September. Von Studer applied for the three-year position beginning in January, 2023. Being the only candidate, the Board declared him elected and his certificate of election was accepted at the October meeting. The Board planned to fill the vacant position as soon as possible.

**MOTION:** Frederickson moved to appoint Studer to the vacant position for the remainder of the term which ends with the organizational meeting in January, 2023. McNamee seconded. The motion passed unanimously.

**OATH OF OFFICE:** Von Studer took the oath of office for the Director Division Three position.

### **MONTHLY BUSINESS**

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

**BILLS PAYABLE:** After review and discussion, Mueller moved to approve the October accounts payable list in the amount of \$81,067.20. McNamee seconded. Motion passed.

**FINANCIAL REPORT:** The September 2022 financial reports had been distributed to the Board. They were reviewed and discussed.



## **REPORTS AND CORRESPONDENCE**

**OPERATIONS:** Ben was not at the meeting yet, so discussion was delayed.

**ADMINISTRATIVE REPORT:** Lisa was not available today.

**SDAO BEST PRACTICES:** The Best Practices requirements for FY 2022 revolved around Board trainings and standards. They were reviewed and discussed. The Board will all take the on-line training. An in person training will be given in Hermiston on January 18.

**COLLECTIONS REPORT:** Postponed.

**MANAGERS REPORT:** A written report was distributed to the Directors and is attached to and a part of the minutes. It was reviewed and discussed.

**PROJECT BUDGET REPORTS:** Review postponed.

## **DISTRICT BUSINESS**

**BOARD DIRECTOR POLICY REVIEW:** One of the items that SDAO requires in its 2022 Best Practices for Districts is to review their Board Director policies. They provided a sample policy. Bridgewater has merged the District's standards for Board members with the SDAO template. While the new document is much longer, there is no significant difference as to how the WEID has been operating, other than providing clarification and continuity with the new document. The written document with highlighted changes was distributed and will be discussed at the next meeting.

**Operations Manager, Ben de los Santos arrived at the meeting at 9:50 am.**

**2023 PRELIMINARY BUDGET:** Bridgewater has been working on the 2023 budget. With the high cost of inflation and many unknowns, she needed some direction from the Board before continuing. Discussion. The Board wants to see what other local districts are charging. They ask management to look at cost difference for key operational items from December 2021 to now and take that into consideration. They agreed the wage increase for continuing employees (more than one year with the District) will be at 8.7% with appropriate adjustments for the new hires.



## EXECUTIVE SESSION

The Board went into Executive Session at 9:55 a.m., in accordance with ORS 192.660, to discuss water right settlement issues and the proposal from CTUIR. The session adjourned at 10:30 a.m.

## REPORTS AND CORRESPONDENCE (cont)

**OPERATIONS:** De los Santos reported the following:

**EQUIPMENT:** Annual maintenance and some repair work is needed on the main pieces of equipment – excavator, backhoe, two dump trucks and mower. The brakes have been fixed on the mower and it is ready to be used. The other four need work done. Ken Bailey will work on the excavator. The District does not currently have someone “in house” to do the work on the other three and is looking for someone.

**DISCUSSION:** The board questioned the daily and routine maintenance. Is it being done? Ben said he thought it is, by the operator or driver. The District has a check system for each piece of equipment and the vehicles, but no one has been looking at the information since March, when the irrigation season started. He and Alan have been focused on irrigation needs, so no one was advocating for the equipment. Abe wondered if Alan is the only CDL driver, why isn't Ben “on him” for not checking? Ben said that Alan is doing his checks, but no one is following through on the maintenance. This is the time for annual maintenance to be done, before the repair season, but there is no one to do the work. The same issue is with the pumps. There are inspections and maintenance work to be done, but no one specifically trained on staff to do the work. The Board told Ben to talk with Aaron Kern and others to learn the basics.

**MAIN CANAL WORK:** Dalarie wondered how much concrete work is needed this winter. Ben stated he has not had time to drive the canal.


**TWO RIVERS WORK CREW:** We have brought in the Adults in Custody work crews from Two Rivers to get a head start on the lateral cleaning. There is only one crew working right now, so it is not always easy to get on their schedule. Ben wanted to get them here while the weather holds. Part-time employee, Shara, will run the AIC crew. The Board wanted to be sure she is comfortable working with them. She volunteered for the work and actually ran the crew for a few weeks during the summer. She has received training from Ben and Bev to work with them.

We plan to bring the AIC back for five weeks starting in February to help with the Gattenbein corner work and concrete work. Discussion.

## ADJOURNMENT

With no further business, Chairperson Philippi adjourned the meeting at 10:30 a.m.

Signed:

  
Bev Bridgewater, Secretary

Attest:

  
Dalarie Philippi, Chairperson

# WEST EXTENSION IRRIGATION DISTRICT

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

## Minutes - Special Board Meeting

**December 14, 2022**

A special meeting was called by the Board for the purpose of reviewing and discussing the CTUIR agreement for water right settlement.

The meeting was called to order at 1:45 p.m. at the Columbia Improvement District located at 501 E. Columbia Ave. in Boardman. Those in attendance were: Board members, Dalarie Philippi, Bob Mueller, Von Studer and Abe McNamee. Board Secretary/Manager, Bev Bridgewater; Administrative Services Manager, Lisa Baum.

**EXECUTIVE SESSION:** An executive session was called in accordance with ORS 192.660 to discuss transactions relative to the water right settlement and to meet with tribal negotiators. Joe Ely and Dan Hester, representing the Confederated Tribes of the Umatilla Reservation (CTUIR) arrived at 2:25. After introductions were made, the Executive Session continued.. Director Vern Frederickson joined the meeting at 2:45 p.m. by telephone.

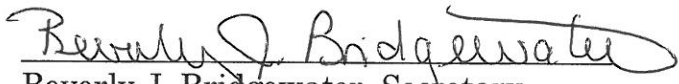
The Board came out of executive session at 3:20 p.m. Ely and Hester left the meeting at that time.

**Resolution No. 22-009 - ACCEPTANCE OF CTUIR WATER RIGHT SETTLEMENT:** A motion was made by Bob Mueller and seconded by Von Studer to adopt Resolution No. 22-009 which agrees to the offer of settlement dated July 21, 2020 and modified today. The settlement agreement is attached to the Resolution and will be incorporated by the federal negotiation team in the basinwide settlement plan that will go to Congress. Motion passed by unanimous vote.

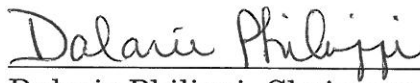
### **ADJOURNMENT:**

With no further business, Chairman Philippi adjourned the meeting at 3:30 p.m.

Signed:

  
Beverly J. Bridgewater, Secretary

Attest:

  
Dalarie Philippi, Chairman



West Extension Irrigation District  
Check Register / Accounts Payable List  
October 2022

CHECK#	DATE	VENDOR	DESCRIPTION	TOTAL	WEID EXPENSE	PAYROLL EXPENSE	BPA REIMB.	OTHER REIMB.
			WEID GENERAL ACCOUNT:					
PERS 10/27/22 IAP	11/7/22	Oregon PERS	Payroll	418.23		418.23		
PERS 10/27/22 Pension	11/7/22	Oregon PERS	Payroll	1,686.40		1,686.40		
OR 11/12/22	11/15/22	OR Tax Deposit	Payroll	809.11		809.11		
US 11/12/22	11/15/22	US Tax Deposit	Payroll	3,122.34		3,122.34		
PERS 11/12/22 IAP	11/25/22	Oregon PERS	Payroll	458.51		458.51		
PERS 11/12/22 Pension	11/25/22	Oregon PERS	Payroll	1,965.47		1,965.47		
OR 11/27/22	11/28/22	OR Tax Deposit	Payroll	492.58		492.58		
US 11/27/22	11/28/22	US Tax Deposit	Payroll	2,428.65		2,428.65		
36186	11/7/22	Anderson Perry	Cultural Lat. 15	3,456.45	3,456.45			
36187	11/7/22	Cascade Natural Gas	Utilities	34.55	34.55			
36188	11/7/22	Elmer's Irrigation	Lateral/Lines	19.91	19.91			
36189	11/7/22	First BankCard	PU, Ofc, Weed, Travel	2,626.30	2,626.30			
36190	11/7/22	Hermiston Auto Parts	KW Dump Truck	651.44	651.44			
36191	11/7/22	City of Irrigon	Utilities	526.69	526.69			
36192	11/7/22	Jack Paul	Yard, Paint prep October	1,240.00	1,240.00			
36193	11/7/22	Hermiston Quicky Lube	PU#6, 2	109.70	109.70			
36194	11/7/22	Rock Enterprises	Lisa's computer	414.71	414.71			
36195	11/7/22	Special Districts Insurance Serv.	health Dec + Dan Oct/Nov	9,153.84		9,153.84		
36196	11/7/22	Smitty's Ace Hardware	Shop, DR Tools	355.31	355.31			
36197	11/7/22	US Bank	FlexLease pmt	36,063.75	36,063.75			
36198	11/7/22	PNW Tree Pros	Dylan Drive	4,508.00	4,508.00			
36199	11/14/22	Lisa Baum	Payroll	1,676.75		1,676.75		
36200	11/14/22	Bev Bridgewater	Payroll	2,098.39		2,098.39		
36201	11/14/22	Ben De Los Santos	Payroll	1,660.09		1,660.09		
36202	11/14/22	Daniel Rector	Payroll	1,544.95		1,544.95		
36203	11/14/22	Alan Svatonsky	Payroll	873.30		873.30		
36204	11/14/22	Void		-				
36205	11/14/22	Bev Bridgewater	Health Reimb.	696.29		696.29		
36206	11/14/22	CenturyLink	Telephone	247.12	247.12			
36207	11/14/22	Devin Oil Company	Fuel	1,415.10	1,415.10			
36208	11/14/22	Jimmy's Johns Portable Toilets	Lat. 15 - closing bill	84.07	84.07			
36209	11/14/22	OR Govt. Ethics Commission	Annual Fee	548.83	548.83			
36210	11/14/22	Umatilla Electric Coop	Power	14,483.05	3,632.69			10,850.36
36211	11/14/22	Void		-				
36212	11/14/22	Shara Weiss	Payroll	888.49		888.49		
36213	11/28/22	Cascade Natural Gas	Utilities	101.40	101.40			
36214	11/28/22	Devin Oil Company	Fuel	393.09	393.09			
36215	11/28/22	Express Services	Leased Labor	691.78		691.78		
36216	11/28/22	OR Dept. of Corrections	Prison Crew	690.00	690.00			
36217	11/28/22	OR Dept. of Revenue	Haz Mat Fee	436.00	436.00			
36218	11/28/22	Void		-				
36219	11/28/22	Verizon Wireless	Cell Phones	556.18	556.18			
36220	11/28/22	Lisa Baum	Payroll	1,676.75		1,676.75		
36221	11/28/22	Bev Bridgewater	Payroll	2,098.39		2,098.39		

West Extension Irrigation District  
Check Register / Accounts Payable List  
October 2022

CHECK#	DATE	VENDOR	DESCRIPTION	TOTAL	WEID EXPENSE	PAYROLL EXPENSE	BPA REIMB.	OTHER REIMB.
36222	11/28/22	Ben De Los Santos	Payroll	1,526.19		1,526.19		
36223	11/28/22	Daniel Rector	Payroll	791.84		791.84		
36224	11/28/22	Alan Svatonsky	Payroll	747.40		747.40		
36225	11/28/22	Shara Weiss	Payroll	348.89		348.89		
		<b>TOTALS</b>		<b>106,816.28</b>	<b>58,111.29</b>	<b>37,854.63</b>	<b>-</b>	<b>10,850.36</b>

# *West Extension Irrigation Dist*

## *Balance Sheet*

*October 2022*

ASSETS			
Current Assets			
TOTAL AVAILABLE CASH			
PETTY CASH	300.00		
CASH - CHECKING / BANNER BANK	16,972.04		
CASH - SAVINGS / BANNER BANK	30,572.17		
CASH - LOCAL GOV INVEST POOL	203,582.12		
CASH - SQUARE / BANNER BANK	1,428.66		
CASH - MONEY MKT / BANK E. OREGON	2,503.95		
TOTAL TOTAL AVAILABLE CASH		255,358.95	
A/R - CUSTOMER BILLINGS		177,942.49	
PREPAID EXPENSES		8,084.43	
TOTAL Current Assets			441,385.86
Fixed Assets			
INVENTORY		33,740.94	
INVENTORY - METERS		15,399.78	
INVENTORY - CHEMICAL		30,390.51	
LAND & BUILDINGS		141,006.58	
EQUIPMENT & VEHICLES		595,996.02	
PROJECT WORKS		2,396,322.94	
IRRIGON PUMP STATION		1,174,047.82	
CONSTRUCTION IN PROGRESS		223,282.74	
PUMPING STATIONS		127,698.00	
LESS: ACCUMULATED DEPRECIATION		(3,001,900.46)	
TOTAL Fixed Assets			1,735,984.87
Other Assets			
UMATILLA ELECTRIC COOP CREDITS		110,079.03	
NET PENSION ASSET		(620,265.00)	
PENSION DEFERRED OUTFLOWS		221,266.00	
TOTAL Other Assets			(288,919.97)
TOTAL ASSETS			1,888,450.77



# LIABILITIES

## Current Liabilities

ACCOUNTS PAYABLE		35,764.08
ACCRUED WAGES		6,961.00
TOTAL PR TAXES/BENEFITS PYBLE		
ACCRUED SUI/WC PAYABLE TO OR	25.00	
ACCRUED STATE TRANSIT	26.61	
TOTAL TOTAL PR TAXES/BENEFITS PYBLE		51.61
TOTAL ACCRUALS PAYABLE		
ACCRUED PERS PAYABLE	674.09	
ACCRUED HEALTH BENEFITS PAYBLE	(1,919.02)	
ACCRUED GARNISHMENTS PYBLE	(0.01)	
ACCRUED COMPENSATED ABSENCES	20,918.03	
TOTAL TOTAL ACCRUALS PAYABLE		19,673.09

TOTAL Current Liabilities 62,449.78

## Long-Term Liabilities

FUNDS PAYABLE BANK OF E. OREGON	124,949.00
CAPITAL LEASE - BOR	118,321.04
FUNDS PYBLE OSDCFP COP SERIES 2015A	289,999.61

TOTAL Long-Term Liabilities 533,269.65

## Other Liabilities

PENSION DEFERRED INFLOWS	77,046.00
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TOTAL Other Liabilities 77,046.00

TOTAL LIABILITIES 672,765.43

## CAPITAL

CONTRACTUALLY RESERVED	50,044.00
FUND BALANCE	1,026,751.41
Year-to-Date Fund Balance	138,889.93

TOTAL CAPITAL 1,215,685.33

TOTAL LIABILITIES & CAPITAL 1,888,450.76

WEST EXTENSION IRRIGATION DISTRICT  
Reserved / Restricted Funds  
October 31, 2022

		PRELIMINARY BALANCE 01/01/22	FUNDS RECV'D	FUNDS SPENT	ENDING BALANCE 10/31/22
<b>FUND DESCRIPTION:</b>					
	Contractually Reserved:				
//1	O & M Emergency	18,043.67	-	-	18,043.67
2	Conjunctive Use Emergency	32,000.00	-	-	32,000.00
	Reserved for Capital Improvements:				
/4	Conjunctive Use Reserve	46,482.00	-	-	46,482.00
	Restricted Reserves:				
7	EA Fund for NEPA Compliance	-	-	-	-
***8	WEID Conservation Funds	10,417.72	-	(183.22)	10,234.50
9	Conservation Plan Grant	-	-	-	-
10	Grant Matching from W/R Sales	50,108.30	5,420.37	-	55,528.67
//11	Inclusion Fees/Boundary	-	-	-	-
12	Meter Expense Reserve	(2,759.62)	-	-	(2,759.62)
13	OR Unemployment Excess Refund	-	-	-	-
14	Labor Overhead	-	-	-	-
20	<b>TOTAL RESERVED FUNDS</b>	<b>154,292.07</b>	<b>5,420.37</b>	<b>(183.22)</b>	<b>159,529.22</b>
***8	IPS Conservation Reimb.	(183.22)			

October 31, 2022

<b>TOTAL AVAILABLE CASH</b>			
1	O & M Emergency	18,043.67	
2	Conjunctive Use Emergency	32,000.00	
4	Conjunctive Use Reserve	46,482.00	
7	WEID Conservation Funds	10,234.50	
8	Grant Matching from Water Right Sales	55,528.67	
9	Inclusion Fees/Boundary	0.00	
10	Meter Expense Reserve	(2,759.62)	
11	Labor Overhead	0.00	
12	<i>Available Cash</i>	95,829.73	
13	<b>TOTAL AVAILABLE CASH - GENERAL FUND</b>		<b>255,358.95</b>
<b>CASH POSITION</b>			
	Available Cash	95,829.73	
	Accounts Receivable	177,942.49	
	Accounts Payable	(35,764.08)	
	Project	(12,946.21)	
	<b>Cash Position</b>		<b>225,061.93</b>



WEST EXTENSION IRRIGATION DISTRICT  
CASH FLOW SHEET  
2022

	January	February	March	April	May	June	July
<b>BEGINNING CASH BALANCE</b> (Available & Invested)	150,627.01	110,394.71	73,010.55	461,794.99	547,455.74	352,960.24	421,219.11
<b>INCOME:</b>							
CUSTOMER RECEIPTS	36,340.60	18,364.17	543,530.18	269,620.26	60,746.84	200,107.31	93,276.33
MISC. CASH RECEIPTS	420.00	270.00	330.00	240.00	480.00	3,791.00	2,360.00
GRANT FUNDS	2,718.00	-	20,000.00	-	-	-	-
BEO LOAN FUNDS	-	-	50,000.00	-	-	-	-
BOR CASH RECEIPTS (Ph.1)	-	-	-	-	-	-	-
BPA CASH RECEIPTS	-	11,326.46	10,864.77	22,190.06	-	10,675.01	9,125.96
OTHER INCOME	34.12	4,659.62	13.46	191.94	241.40	208.65	267.27
<b>TOTAL INCOME</b>	<b>39,512.72</b>	<b>34,620.25</b>	<b>624,738.41</b>	<b>292,242.26</b>	<b>61,468.24</b>	<b>214,781.97</b>	<b>105,029.56</b>
<b>EXPENSES:</b>							
WEID EXPENSES	27,739.27	16,898.67	155,494.10	112,035.67	191,195.60	86,684.15	69,478.84
PAYROLL EXPENSE	50,089.80	53,400.71	76,758.78	90,287.29	59,048.63	48,046.22	54,446.28
BPA REIMBURSIBLE	1,455.52	957.52	2,757.47	1,558.30	1,171.43	2,912.19	362.22
OTHER REIMBURSIBLE	460.43	747.51	943.62	2,700.25	4,548.08	8,880.54	12,036.07
<b>TOTAL EXPENSES</b>	<b>79,745.02</b>	<b>72,004.41</b>	<b>235,953.97</b>	<b>206,581.51</b>	<b>255,963.74</b>	<b>146,523.10</b>	<b>136,323.41</b>
<b>ENDING CASH BALANCE</b>	<b>110,394.71</b>	<b>73,010.55</b>	<b>461,794.99</b>	<b>547,455.74</b>	<b>352,960.24</b>	<b>421,219.11</b>	<b>389,925.26</b>
Net Change +/-	(40,232.30)	(37,384.16)	388,784.44	85,660.75	(194,495.50)	68,258.87	(31,293.85)
<b>RESERVED/RESTRICTED FUNDS</b>	<b>146,418.04</b>	<b>146,418.04</b>	<b>146,418.04</b>	<b>146,418.04</b>	<b>146,418.04</b>	<b>146,418.04</b>	<b>146,234.82</b>
<b>AVAILABLE CASH</b>	<b>(36,023.33)</b>	<b>(73,407.49)</b>	<b>315,376.95</b>	<b>401,037.70</b>	<b>206,542.20</b>	<b>274,801.07</b>	<b>243,690.44</b>

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WEST EXTENSION IRRIGATION DISTRICT  
CASH FLOW SHEET  
2022

	August	September	October	AMOUNT YTD
<b>BEGINNING CASH BALANCE</b> (Available & Invested)	389,925.26	307,376.24	317,017.49	150,627.01
<b>INCOME:</b>				
CUSTOMER RECEIPTS	30,629.25	100,763.74	7,093.68	1,360,472.36
MISC. CASH RECEIPTS	271.50	300.00	180.00	8,642.50
GRANT FUNDS	-	-	-	22,718.00
BEO LOAN FUNDS	-	-	-	50,000.00
BOR CASH RECEIPTS (Ph.1)	607.96	-	1,138.50	1,746.46
BPA CASH RECEIPTS	9,787.68	-	10,633.38	84,603.32
OTHER INCOME	337.36	309.95	363.09	6,626.86
<b>TOTAL INCOME</b>	<b>41,633.75</b>	<b>101,373.69</b>	<b>19,408.65</b>	<b>1,534,809.50</b>
<b>EXPENSES:</b>				
WEID EXPENSES	70,849.68	31,402.87	31,757.71	793,536.56
PAYROLL EXPENSE	37,086.50	38,547.15	35,961.73	543,673.09
BPA REIMBURSIBLE	81.98	2,652.00	-	13,908.63
OTHER REIMBURSIBLE	16,164.61	19,130.42	13,347.76	78,959.29
<b>TOTAL EXPENSES</b>	<b>124,182.77</b>	<b>91,732.44</b>	<b>81,067.20</b>	<b>1,430,077.57</b>
<b>ENDING CASH BALANCE</b>	<b>307,376.24</b>	<b>317,017.49</b>	<b>255,358.94</b>	<b>255,358.94</b>
Net Change +/-(-)	(82,549.02)	9,641.25	(61,658.55)	104,731.93
<b>RESERVED/RESTRICTED FUNDS</b>	<b>146,234.82</b>	<b>159,529.22</b>	<b>159,529.22</b>	<b>159,529.22</b>
<b>AVAILABLE CASH</b>	<b>161,141.42</b>	<b>157,488.27</b>	<b>95,829.72</b>	<b>95,829.72</b>



WEST EXTENSION IRRIGATION DISTRICT  
BUDGET COMPARISON SHEET  
October 31, 2022

				GENERAL LEDGER	2022 BUDGET	WEID		AMOUNT REMAINING	PROJECT YTD	REIMB. YTD	METERS YTD	RESERVES AUDIT J.E.
						YTD 10/31/22	% USED		10/31/22	10/31/22	10/31/22	10/31/22
INCOME:												
1			CUSTOMER BILLINGS:									
2	50100.100		O&M CHARGES	1,019,710	1,013,381	1,019,710	101%	(6,329)				
3	50200.100		CONSERVATION CHARGES	-	-							
4	50300.100		PRESSURIZATION CHARGES	39,653	40,532	39,653	98%	879				
5	50500.100		IMPROVEMENT CHARGES/IPS	20,624	21,434	20,624	96%	810				
6	50600.100		IMPROVEMENT CHARGES/MC	113,455	116,227	113,455	98%	2,772				
7	50800.100		LEGAL FUND CHARGE	55,118	56,892	55,118	97%	1,774				
8	50900.100		PUMP SURCHARGE	-	-	-		-				
9			REIMBURSIBLE									
10	50700.500		MISCELLANEOUS	3,869						3,869		
11	50800.500		REPAIRS	720						720		
12	50900.500		LEGAL	-								
13	50950.500		POWER REIMBURSIBLE	-								
14	51200.500		ENGINEERING	-								
15	51400.500		WR TRANSFERS/MAPPING	-								
16			METERS									
17	50800.700		REPAIR LABOR	-								
18	50850.700		METERS / ASSEMBLIES	4,533							4,533	
20			TOTAL CUSTOMER BILLINGS	1,257,680	1,248,466	1,248,559		(93)	-	4,588	4,533	-
21												
22			FEES EARNED:									
23	51000.100		CONTRACT ADMINISTRATION	6,889	12,000	6,889	57%	5,111				
24	51300.100		DEVELOPMENT FEES	1,800	2,000	1,800	90%	200				
25	51400.100		WATER RIGHT TRANSFERS	875	8,000	875	11%	7,125				
26	51500.100		LIEN SEARCHES/MISC	4,060	8,600	4,060	47%	4,540				
27	51600.100		DRAINAGE FEES	4,500	5,500	4,500	82%	1,000				
28	52000.100		HOOK UP/OUTLET FEES	-	-	-		-				
30			TOTAL FEES	18,124	36,100	18,124		17,976	-	-	-	-
31												



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WEST EXTENSION IRRIGATION DISTRICT  
BUDGET COMPARISON SHEET  
October 31, 2022

		GENERAL LEDGER	2022 BUDGET	WEID YTD 10/31/22	% USED	AMOUNT REMAINING	PROJECT YTD 10/31/22	REIMB. YTD 10/31/22	METERS YTD 10/31/22	RESERVES AUDIT J.E. 10/31/22
		OTHER INCOME:								
32		FINANCE CHARGES/ASSESSMENTS								
33	90100.100	INTEREST EARNED/INVESTMENTS	7,300	13,027	178%	(5,727)				
34	53000.100	SALE OF WATER RIGHTS	900	1,989	221%	(1,089)				
35	54000.100	INCLUSION FEES	2,500	5,420	217%	(2,920)				
36	54200.100	CUSTOMER POWER BILLINGS	-	-	0%	14,000				
37	54500.100	SALE OF ASSETS	-	-		-				
38	55000.100	PATRONAGE REFUND	8,500	3,458	41%	5,042				
39	55500.100	WELL WATER USERS	24,000	24,000	100%	-				
40	56000.100	WATER MARKETING	6,500	1,396	21%	5,104				
41	51700.100	GRANT FUNDS - BOR - 253	-	-		-	112,718			
42	58000.400	LOAN FUNDS DISBURSED	-	-		-	50,000			
43	58600.400	GRANT FUNDS - SDAO	-	-		-				
44		TOTAL OTHER INCOME	63,700	49,291		14,409	162,718	-	-	-
45										
46										
47		TOTAL INCOME	1,348,266	1,315,974		32,292	162,718	4,588	4,533	-
48										
49										
50										
51										
52		LABOR / OVERHEAD:								
53		WAGES:								
54	61000/64000	ADMINISTRATIVE	129,288	102,655	79%	26,633				
55	62000.100	DITCHRIDERS / MNTNCE	253,200	139,596	55%	113,604				
56	63500.100	SEASONAL - DR / MNTNCE	3,500	18,014	515%	(14,514)				
57	6200.500	DITCHRIDER REIMB.	-	-		-				
57	62200.400	GRANT - LATERAL 15	-	18,609		(18,609)				
58	62600.400	GRANT - LATERAL 17	-	38		(38)				
59	63500.100	GRANT - SEASONAL	-	3,042		(3,042)				
60	63520.400	GRANT - LEASED - LATERAL 15	-	-		-				
61	61000.500	REIMB - ADMINISTRATIVE	-	-		-				
62	62000.500	REIMB - DR / MNTNCE	-	-		-				
63	63500.500	REIMB - SEASONAL	-	-		-				
64	64500.100	WAGES - INTERN	-	2,607		(2,607)				
65		LABOR OVERHEAD & BENEFITS:								
66	65000.100	PAYROLL TAXES	34,500	23,886	69%	10,614				
67	65500.100	WORKERS' COMP INSURANCE	12,000	15,066	126%	(3,066)				
68	66000.100	HEALTH BENEFITS	84,100	50,344	60%	33,756				
69	67000.100	PERS RETIREMENT	65,900	42,755	65%	23,145				
70	68000.100	CONSULTANT / BARGAINING	2,000	-		2,000				
71	69000.100	LABOR: PRISON CREW	16,000	21,470	134%	(5,470)				
72	69500/69600	LABOR: CONTRACT/LEASED	-	71,575		(71,575)				
73										
74		TOTAL LABOR & OVERHEAD	600,488	509,656		90,832	-	-	-	-

WEST EXTENSION IRRIGATION DISTRICT  
BUDGET COMPARISON SHEET  
October 31, 2022

		GENERAL LEDGER	2022 BUDGET	WEID YTD 10/31/22	% USED	AMOUNT REMAINING	PROJECT YTD 10/31/22	REIMB. YTD 10/31/22	METERS YTD 10/31/22	RESERVES AUDIT J.E. 10/31/22
75	GENERAL EXPENSES:									
76	ADMINISTRATIVE:									
77	ADVERTISING/ELECTION	93	100	93	93%	7				
78	REIMB - ADVERTISING	-								
79	DIRECTORS/MTG. EXPENSE	87	900	87	10%	813				
80	DUES, FEES, LICENSE*	15,423	22,800	15,423	68%	7,377				
81	GRANT - MISC. FEES	-	-	-	-	-				
82	BANK FEES, PROJECT LOAN	4,477					4,477			
83	FEES: WATER RIGHT TRANSFERS	7,401	6,000	7,401	123%	(1,401)				
84	REIMB - WR TRANSFERS	-								
85	INSURANCE/LIABILITY/BONDS	45,605	49,634	50,243	101%	(609)				
86	Less Longevity Credit	-	(4,638)	(4,638)	100%	(1)				
87	MAP/WATER RIGHT SUPPLIES	508	13,500	508	4%	12,993				
88	REIMB - WR MAPPING	-								
89	OFFICE SUPPLIES & POSTAGE*	8,693	16,200	8,693	54%	7,507		2,587		
90	REIMB - ADMINISTRATIVE	2,587		-						
91	PROFESSIONAL FEES:									
92	AUDIT	11,663	11,600	11,663	101%	(63)				
93	GRANT - SURVEY	-								
94	ENGINEERING*	8,559	4,500	8,559	190%	(4,059)				
95	*see below*	7,258	-				7,258			
96	GRANT - ENGINEERING	-								
97	REIMB - ENGINEERING	-								
98	LEGAL*	5,286	5,000	5,286	106%	(286)				
99	REIMB - LEGAL	-		-						
100	LEGAL/CONSULT/WATER ISSUES*	1,118	7,000	1,118	16%	5,882				
101	TRAVEL/MEETINGS/MILEAGE*	3,543	6,500	3,543	55%	2,957				
102	UTILITIES:									
103	GAS/WATER/GARBAGE	6,424	6,800	6,424	94%	376				
104	POWER	1,611	2,200	1,611	73%	589				
105	TELEPHONE	2,279	3,600	2,279	63%	1,321				
106	REIMB - POWER	82,125						82,125		
107	TOTAL GENERAL EXPENSES	214,740	151,696	118,293		33,403	11,735	84,711	-	
108										
109	OPERATION & MAINTENANCE:									
110	COMMUNICATION EQUIP	8,751	8,200	8,751	107%	(551)				
111	EMPLOYEE TRAINING	-	350		0%	350				
112	FACILITIES R & M	2,753	4,500	2,753	61%	1,747				
113	GRANT EXPENSES	-								
114	LATERAL 17	-								
115	LATERAL 15	163,479					163,479		18,110	
116	*see below*	18,110								
117	METERS									



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WEST EXTENSION IRRIGATION DISTRICT  
BUDGET COMPARISON SHEET  
October 31, 2022

			GENERAL LEDGER	2022 BUDGET	WEID YTD 10/31/22	% USED	AMOUNT REMAINING	PROJECT YTD 10/31/22	REIMB. YTD 10/31/22	METERS YTD 10/31/22	RESERVES AUDIT J.E. 10/31/22
118											
119	81000.100	PUMPING:	79,896	165,000	79,896	48%	85,104				
120	81100.100	CONJUNCTIVE USE	-								
121		MITIGATION WATER									
122	81300.100	IRRIGON PUMP STATION									
123	81500.100	PUMPING COSTS	26,721	37,000	26,721	72%	10,279				
124	81800.100	REPAIR/MNTNCE	14	3,800	14	0%	3,786				
125		SCREEN CLEANING	-	-							
126		UMATILLA PUMP STATION									
127	82300.100	POWER COSTS	-	-							
128	82500.100	REPAIR/MNTNCE	-	-							
129	82800.100	SCREEN CLEANING	-	-							
130	83000.100	SAFETY TRAINING/EQUIPMENT*	782	3,200	782	24%	2,418				
131	*see below*	SUPPLIES, TOOLS, MATERIALS*	11,602	9,500	11,602	122%	(2,102)				
132		SYSTEM:									
133		DIVERSION WORK									
134	84100.100	THREE MILE SITE	1,800	2,500	1,800	72%	700				
135	84200.100	IRRIGON PUMP SITE	-	-							
136	84300.100	UMATILLA PUMP SITE	-	-							
137	*see below*	EQUIPMENT REPAIR/MNTNCE*	12,177	26,500	12,177	46%	14,323				
138	85490.100	EQUIPMENT RESERVE	-								
139	85500.100	EQUIPMENT RENTAL	8,138	5,000	8,138	163%	(3,138)				
140	85500.500	REIMB - EQUIPMENT RENTAL	-								
141	85800.100	FUEL/EQUIPMENT	7,214	8,000	7,214	90%	786				
142	85800.400	GRANT - FUEL/EQUIPMENT	431					431			
143	*see below*	LATERAL REPAIRS*	11,257	6,500	11,257	173%	(4,757)				
144	*see below*	MAIN CANAL REPAIRS*	25,663	50,000	25,663	51%	24,337				
145	*see below*	PUMPING STATION REPAIRS*	33,647	10,000	33,647	336%	(23,647)				
146	87550.100	REIMBURSABLE REPAIRS*	1,082								
147	87800.100	WATER MEASUREMENT	8,901	30,000	8,901	30%	21,099				
148		WEED CONTROL*	87,824	96,000	87,824	91%	8,176		1,082		
149		VEHICLE EXPENSE:									
150	88100.100	VEHICLE FUEL	19,788	20,000	19,788	99%	212				
151	88100.400	GRANT - VEHICLE FUEL									
152	*see below*	VEHICLE REPAIR/MNTNCE*	5,803	6,000	5,803	97%	197				
153	88950.100	VEHICLE/PRIVATELY OWNED	402	1,500	402	27%	1,098				
154		TOTAL OPERATING EXPENSES	536,233	493,550	353,132		140,418	163,909	1,082	18,110	-
155											

WEST EXTENSION IRRIGATION DISTRICT  
BUDGET COMPARISON SHEET  
October 31, 2022

		GENERAL LEDGER	2022 BUDGET	WEID YTD 10/31/22	% USED	AMOUNT REMAINING	PROJECT YTD 10/31/22	REIMB. YTD 10/31/22	METERS YTD 10/31/22	RESERVES AUDIT J.E. 10/31/22
156	PAYMENTS/CAPITAL EXPENDITURES									
157	95200.000 US CONTRACT	2,961	2,961	2,961	100%	1				
158	97000.000 DR PICKUP PAYMENTS	-	-	-		-				
159	40750/98000 FLEXLEASE LOAN - IPS SCREENS	5,484	41,548	5,484	13%	36,064				
160	72200.100 SHOP IMPROVEMENTS	772	2,500	772	31%	1,728				
161	80500.100 CONSERVATION / RESERVE	183								183
162	86000.100 IMPROVEMENTS TO SYSTEM / PROJECTS*	45,492	48,000	45,492	95%	2,508				
163	*see below* BOARDMAN PIPING PROJ / REBATE *	-	(15,000)	-	0%	(15,000)				
165	TOTAL CAPITAL EXPENDITURES	54,891	80,009	54,708		25,301				183
166										
167	OTHER (INCOME) / EXPENSES:									
168	90500.000* MISC. (INCOME)/EXPENSE	(19,149)	1,500	(19,149)	-1277%	20,649				
169	90600.000 CUSTOMER ADJUSTMENTS	(430)		(430)		430				
170	90700.000 CREDIT CARD PROCESSING	-		-						
172	TOTAL OTHER (INCOME) / EXPENSES	(19,580)	1,500	(19,580)		21,080				-
173										
174	RESERVES FUNDED:									
175	CONJUNCTIVE USE RESERVE	-	-	-						
176	BUILDING RESERVE	-	-	-						
177	O&M RESERVE	-	-	-						
178	CONSERVATION RESERVE	-	-	-						
179	EQUIPMENT PURCHASE RESERVE	-	-	-						
180	LEGAL RESERVE	-	-	-						
181	GRANT MATCH/WR SALE RESERVE	5,420	2,500	5,420	217%	(2,920)				
182	INCLUSION FEES/BOUNDARY	-		-						
184	TOTAL RESERVES FUNDED	5,420	2,500	5,420		(2,920)				-
185										
186										
187	TOTAL EXPENDITURES	1,301,361	1,329,743	1,021,631		308,112	175,644	85,793	18,110	183
188										
189										
190	FUND BALANCE		18,523	294,344		(275,821)	(12,926)	(81,205)	(13,577)	(183)
191										
192										
193										



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WEST EXTENSION IRRIGATION DISTRICT  
BUDGET COMPARISON SHEET  
October 31, 2022

		GENERAL LEDGER	2022 BUDGET	WEID YTD 10/31/22	% USED	AMOUNT REMAINING	PROJECT YTD 10/31/22	REIMB. YTD 10/31/22	METERS YTD 10/31/22	RESERVES AUDIT J.E. 10/31/22
194										
195	*DUES, FEES, LICENSE	15,423	22,800	15,423						
196	71000.100 DUES			12,420						
197	71000.100 FEES			1,787						
198	71000.100 LICENSES & PERMITS			1,217						
199										
200	*OFFICE/MAILING/COMPUTER SUPPLIES	8,693	16,200	8,693						
201	72000.100 OFFICE MACHINERY/REPAIRS			1,538						
202	72000.100 COMPUTER SOFTWARE/CONSULTING			1,456						
203	72000.100 HIRING / ADVERTISING			420						
204	72000.100 WEBSITE									
205	72000.100 OFFICE SUPPLIES			2,547						
206	72000.100 POSTAGE			2,732						
207										
208	*ENGINEERING		4,500	8,559						
208	73000.100 MISC / DISTRICT			6,059						
209	73000.100 HYDRO POTENTIAL/REPORT			2,500						
210	73150.100 GIS-MAPPING	-		-						
211	73250.100 GRANT MATCH	-		-						
212										
213	*LEGAL	5,286	5,000	5,286						
214	73500.100 MISC/DISTRICT			2,968						
214	73500.100 DOLLAR GENERAL	-		63						
215	73500.100 BOR CONTRACT - XMS	-		1,478						
216	73500.100 FORECLOSURE 1st LETTER	-		-						
217	73500.100 NPDES PERMIT / JOINT AGREEMENT	-		778						
218										
219	*PROF. FEES - LEGAL/CONSULT/WATER ISSUES		7,000	1,118						
220	73475.100 HYDROLOGIST - C87872	-		-						
221	73675.100 WELL USERS AGREEMENT	-		-						
222	73700.100 GROUNDWATER ISSUES	-		-						
223	73725.100 PERMIT 7400 / CERTIFICATE 87872	-		-						
224	73750.100 CITY OF HERMISTON	-		-						
225	73760.100 CITY OF UMATILLA	-		-						
226	73775.100 BOR ISSUES	-		-						
227	73825.100 MODELING	-		-						
228	73850.100 AQUIFER RECHARGE	-		-						
229	76875.100 CTUIR SETTLEMENT	-		-						
230	73900.100 WATER MEASUREMENT	-		-						
231	73925.100 PORT OF MORROW / TAILWATER	-		-						
232	73950.100 GENERAL WATER ISSUES	1,118		1,118						
233										
234	*TRAVEL/MEETINGS/MILEAGE	3,543	6,500	3,543						
235	74000.100 MANAGER TRAVEL/MEETINGS			2,252						
236	74000.100 STAFF TRAVEL/MEETINGS			1,291						

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12/12/2022



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12/12/2022



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WEST EXTENSION IRRIGATION DISTRICT  
BUDGET COMPARISON SHEET  
October 31, 2022

			GENERAL LEDGER	2022 BUDGET	WEID YTD 10/31/22	% USED	AMOUNT REMAINING	PROJECT YTD 10/31/22	REIMB. YTD 10/31/22	METERS YTD 10/31/22	RESERVES AUDIT J.E. 10/31/22
362	*IMPROVEMENTS TO SYSTEM		45,492	48,000	45,492						
363	86000.100 IPS PUMP / MOTOR		45,492		45,492						
364											
365	*OTHER (INCOME) / EXPENSE		(19,149)		(19,149)						
366	SDIS 5-29-20 STORM DAMAGE				(13,568)						
367	DEQ NPDES REFUND 2021				(5,581)						
368											
369											

WEST EXTENSION IRRIGATION DISTRICT  
CONTRACT BUDGET COMPARISON  
September 30, 2022

	GENERAL LEDGER	BOR		BPA		AUDIT J.E. YTD 9/30/22
		Oct-22	YTD 9/30/22	Oct-22	YTD 9/30/22	
<b>INCOME:</b>						
51000.200 FUNDS DUE FROM BOR	1,519		1,519			
51000.300 FUNDS DUE FROM BPA	66,615	-			66,615	
<b>TOTAL INCOME</b>	<b>68,134</b>	-	<b>1,519</b>	-	<b>66,615</b>	-
<b>EXPENSES:</b>						
<b>LABOR/OVERHEAD:</b>						
WAGES:						
61000.300 BPA - ADMINISTRATIVE	1,859				1,859	
62000.300 BPA - CONTRACT EMPLOYEES	29,020				29,020	
62000.200 BOR - CONTRACT EMPLOYEES	348	-	348			
63500.200 BOR - SEASONAL EMPLOYEES	-					
<b>LABOR OVERHEAD &amp; BENEFITS:</b>						
65000.200 BOR - TAXES / BENEFITS	28		28			
65000.300 BPA - PAYROLL TAXES	2,700				2,700	
65500.300 BPA - WORKERS COMP INSURANCE	1,117				1,117	
66000.300 BPA - HEALTH BENEFITS	17,358				17,358	
67000.300 BPA - RETIREMENT - PERS	5,487				5,487	
68000.300 BPA - CONSULTANT / BARGAINING	-				-	
<b>TOTAL LABOR &amp; OVERHEAD</b>	<b>57,917</b>	-	<b>375</b>	-	<b>57,542</b>	-
<b>BPA GENERAL EXPENSES:</b>						
71500.300 LIABILITY INSURANCE	503				503	
72000.300 RECORDKEEPING	-				-	
74000.300 TRAVEL/TRAINING	-				-	
80000.300 COMMUNICATION EQUIPMENT	367				367	
80500.300 SHOP EXPENSE	4,229				4,229	
81000.300 TOOLS/SUPPLIES	-				-	
<b>TOTAL GENERAL EXPENSES</b>	<b>5,099</b>	-	-	-	<b>5,099</b>	-

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WEST EXTENSION IRRIGATION DISTRICT  
CONTRACT BUDGET COMPARISON  
September 30, 2022

		GENERAL LEDGER	BOR		BPA		AUDIT J.E.
			Oct-22	YTD 9/30/22	Oct-22	YTD 9/30/22	YTD 9/30/22
OPERATING EXPENSES:							
BOR	SITE EXPENSES						
82000.200	1915 - EXCHANGE	990		990			
84000.200	WEID CANAL MAINTENANCE						
BPA	PASSAGE FACILITIES						
82000.300	THREE MILE RIGHT	229				229	
82200.300	THREE MILE LEFT	3,334				3,334	
82400.300	WEID JUVENILE SAMPLING	-				-	
82600.300	MAXWELL	-				-	
82800.300	FEED	-				-	
83000.300	WESTLAND	43				43	
83200.300	STANFIELD	-				-	
BPA	SATELLITE FACILITIES						
86000.300	THREE MILE SPAWN	-				-	
86200.300	MINTHORN	-				-	
86400.300	THORNHOLLOW	-				-	
86600.300	IMEQUES	-				-	
86800.300	BONIFER	-				-	
87000.300	SOUTHFORK WALLA WALLA	-				-	
87200.300	O D F & W	-				-	
BPA	VEHICLE EXPENSE:						
88100.300	FUEL	-				-	
88150.300	INSURANCE	370				370	
88600.300	GSA TRUCKS MISC. EXPENSE	-				-	
	TOTAL OPERATING EXPENSES	4,965	-	990	-	3,975	-
	TOTAL EXPENSES	67,982	-	1,365	-	66,616	-
	FUND BALANCE TO DATE		-	153	-	(1)	

Administrative Report  
December 15, 2022

**Paid Leave Oregon**

Withholding starts January 1, 2023

Projected timeline funds available for employees: September 1, 2023

Withholding: 1% of employee's gross wages

Paid by: Employee: 60%

Employer: 40%

Or, Employer can opt to pay 100%

Employer portion waived for companies under 25 employees

Verified with state that government is included in this waiver

Eligible employees have earned at least \$1,000 in the prior year

Can receive up to 12 weeks paid leave (14 weeks for pregnancy)

Employer must protect job for employee's return

If leave is foreseeable, employee is required to give at least 30 days' notice,  
or their first weekly benefit will be reduced by 25%

Example of payroll contributions

(\*\*State average weekly wage for 2023: \$1,224.82)

	<b>Annual Earnings (Weekly Earnings)</b>	<b>Annual Employee Contribution</b>	<b>Annual Employer Contribution</b>	<b>Benefit Weekly</b>
<b>Minimum Wage</b>	\$28,080 (\$540)	\$168.48	\$112.32	\$540
<b>Median income:</b>	\$67,058 (\$1,289.58)	\$402.35	\$268.23	\$1,042.86

**QUESTION: DOES THE BOARD WANT TO PICK UP THE EMPLOYEE'S CONTRIBUTION?**

(Currently, for Worker's Benefit Fund, the full tax is 2.2% - 1.1% Employer and 1.1% Employee.  
WEID has paid full tax for over 25 years)

**SEE ATTACHED POSTER – REQUIRED TO BE POSTED BY JANUARY 1, 2023**



## Website

Current: Developed in 2015  
Not mobile friendly  
Not ADA compliant (Fed. Law)  
Hosted by Eastern Oregon Net (EONI) (La Grande) for \$260/year (2022)  
Disk space: 20 mb  
No support for website maintenance, updates, etc.  
**EONI will stop website/email hosting in early 2023**

### **OPTIONS:**

EOT: Does not offer website/email hosting

Visionary: Holds our old email addresses (@oregontrail.net)  
Can do website/email hosting  
Disk space: 50 GB  
No support for website maintenance, updates, etc.  
Out of Wyoming, but very responsive  
Cost: **\$288/year** (includes encryption for payments)  
Cost for just domain emails: **\$79/year** (up to 25 emails)

Streamline: Vendor partner with SDAO  
Specifically for special districts and local governments  
Out of California  
Fee based on annual budget, negotiated with SDAO, **\$200/MONTH**  
They maintain website, updates, etc.  
Good support, based upon other districts who use them  
Will waive set-up fee  
Does not offer domain emails (@westextension.com)  
Disk space: unlimited  
Key features:  
    Meeting dashboard  
    Agenda reminders  
    Transparency dashboard  
    Clear indication of State compliance  
    Compliance with all current and upcoming government requirements  
    Full ADA / Section 508 compliance  
    People can sign up for emails for updates and notices  
    Ability to initiate broadcast emails to those who have signed up  
Sample websites: [sdao.com](http://sdao.com), [arnoldirrigationdistrict.com](http://arnoldirrigationdistrict.com)

**RECOMMENDATION: Switch to Streamline.**

**Still looking at domain email options.**



# Paid Leave Oregon

## What you need to know

Starting in September 2023, Paid Leave Oregon will serve most employees in Oregon by providing paid leave for the birth or adoption of a child, a serious illness of yours or a loved one, or if you experience sexual assault, domestic violence, harassment, or stalking.

### What benefits are provided through Paid Leave Oregon and who is eligible?

Employees in Oregon that have earned at least \$1,000 in the prior year may qualify for up to 12 weeks of paid family, medical or safe leave in a benefit year. While on leave, Paid Leave Oregon pays employees a percentage of their wages. Benefit amounts depend on what an employee earned in the prior year.

### Who pays for Paid Leave Oregon?

Starting on January 1, 2023, employees and employers contribute to Paid Leave Oregon through payroll taxes. Contributions are calculated as a percentage of wages and your employer will deduct your portion of the contribution rate from your paycheck.

### When do I need to tell my employer about taking leave?

If your leave is foreseeable, you are required to give notice to your employer at least 30 days before starting paid family, medical or safe leave. If you do not give the required notice, Paid Leave Oregon may reduce your first weekly benefit by 25%.

### How do I apply for Paid Leave?

In September 2023, you can apply for leave with Paid Leave Oregon online at **[paidleave.oregon.gov](https://paidleave.oregon.gov)** or request a paper application from the department. If your application is denied, you can appeal the decision with the Oregon Employment Department.

### What are my rights?

If you are eligible for paid leave, your employer cannot prevent you from taking it. Your job is protected while you take paid leave if you have worked for your employer for at least 90 consecutive calendar days. You will not lose your pension rights while on leave and your employer must keep giving you the same health benefits as when you are working.

### How is my information protected?

Any health information related to family, medical or safe leave that you choose to share with your employer is confidential and can only be released with your permission, unless the release is required by law.

### What if I have questions about my rights?

It is unlawful for your employer to discriminate or retaliate against you because you asked about or claimed paid leave benefits. If your employer is not following the law, you have the right to bring a civil suit in court or to file a complaint with the Oregon Bureau of Labor & Industries (BOLI). You can file a complaint with BOLI online, via phone or email:

**Web:** [www.oregon.gov/boli](https://www.oregon.gov/boli)

**Call:** 971-245-3844

**Email:** [help@boli.oregon.gov](mailto:help@boli.oregon.gov)

### Learn more about Paid Leave Oregon

**Web:** [paidleave.oregon.gov](https://paidleave.oregon.gov)

**Call:** 833-854-0166

**Email:** [paidleave@oregon.gov](mailto:paidleave@oregon.gov)

## **MANAGER'S REPORT - DECEMBER 2022**

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:** Two out of three ain't bad. Of the three employees (one permanent and two temp) we hired last month, Ryan Patrick Stewart is still here as a permanent hire and Johnny Lopez is here part-time as a temp through the winter. The third hire did not show up as he found another job. At this time, we have 1) Ben de los Santos, our superintendent. 2) Alan Svatonsky who is our CDL driver and pesticide applicator. Both are experienced in ditchriding, repairs and can run the equipment. 3) Daniel Rector was hired in July, coming from CID and is taking Tassie's place – main canal ditchrider, learning Irrigon, learning repairs, has experience cleaning canal with gradall, not excavator yet. 4) Ryan Stewart who is young and coming from Rotchy, who did the sewer work in Irrigon, and other construction work. He has travelled and is an equipment operator who understands maintaining the equipment. He doesn't know backhoe much, but he has that generational "thing" and knows how to use Google and You Tube. He worked with Alan to do the maintenance we needed on the backhoe and trouble-shoot an issue with one of the dump trucks.

We have two temps – Shara, who did the Boardman run last year remains and is currently supervising and working with the inmate crew. She has worked with Daniel on repairs. We are considering using her to help Ben's shop organization; keep the repair and maintenance records up to date; and keep work order information in front of the crew. We can use her in the office at times to help where Chris did in the past. For now, she will likely start off as the Boardman ditchrider next year. She works 6 – 6.5 hrs. daily. Johnny is the other temp and he is helping where needed. Both temps will be kept busy this winter.

We have one permanent opening and we have been searching for the right person. I believe we have an opportunity. A couple moved to Southshore Drive three years ago. She was working in Pendleton and he with the Roza Irrigation District in Sunnyside. Roza has the same Aqua System gates and telemetry as we do and have recently upgraded. His job title is "Pump and Maintenance Mechanic". He has been there 11 years, starting out as ditchrider and welder/fabricator. He has applied to the District. Ben and I met with him last week. With the gas prices and his wife now being at Good Shepherd in Hermiston, he is considering taking a job with WEID. We cannot match his pay at Roza, he understands, but he is willing to look at less pay for the right package. I don't typically take hires to the Board, but this is a significant hire for the District and we will need to work with the budget to make this position happen.

**CANAL & LATERAL CLEANUP** The AIC crew from Two Rivers will be here through this week, removing weeds along the Relocation lateral and cleaning the Boardman laterals. The mowing along the main canal continues as we have crew and time.



**CROSSINGS:** Lisa and I met with Reclamation in Hood River about the crossing issues. Mainly that we are not getting noticed and come in as a spoiler when letters are not correctly written and don't address all the issues. Of course, we didn't say that and just asked that a consistent format be used that includes getting any environmental or structural issues out as soon as possible and getting a copy of the application to us Chet and the Field Office Manager from Bend also discussed ideas. After that meeting, Chet put out what Reclamation's guidelines for crossing work are:

Bev, thanks for the conversation and concerns raised with the Regional Director, Jennifer Carrington at the OWRC Conference. Per the Regional Business Practice and Solicitor guidance Reclamation is to issue Letter Authorizations to the utility companies wanting to cross or bore under Reclamation facilities. Per this guidance the applicant receiving the Letter Authorization is agreeing to the conditions in the authorization which are based on the Applicants application. The Umatilla Field Office will continue to allow the District to sign the Letter Authorization with their concurrence. Prior to this the District will be able to view the application and work with the Realty Specialist and other UFO employees to make sure the District and Reclamations needs are met, before a Letter Authorization is issued. Reclamation will ensure field staff is available to perform onsite visits prior to the Authorization should the District request this. We will also coordinate with the District if onsite field inspections are needed while the applicant is crossing or boring under a District/Reclamation facility.

I asked how he and Engineer, Matt, are included in the process (as that has been an issue in the past). He replied:

We get a land use review form filled out by Wendy Morrison and it also has the application and drawings with the package. The Land Use Review goes to Matt, Ricky Hlawek and myself for review which generally covers the engineering, O&M and NEPA.

And more from Chet....

Wendy (Morrison) correct me if I am wrong however we have 30 days to acknowledge we received the application. It is my understanding that the application will be forwarded to WEID by Wendy Morrison. Can I suggest once WEID receives the application try and respond within 30 days to determine if the application is complete and then set up a field visit. I would like to keep this process of receiving the application to the application is complete as agreed upon by WEID and Reclamation to under 60 day if possible which I think is a reasonable amount of time.

Of course, we can agree to this. If Reclamation keeps up their part, works with us to assure the application is complete, we can move these applications much quicker. I really applaud Chet for digging into this as the guidelines were already there (I know because I read them last year). The local office just needs to follow them. And we now ALL have specific direction.

**WINDWAVE CROSSING AT I-84:** Due to weather, we postponed our on-site meeting. This week, Ben talked to ODOT and they indicated that they would need to have their bridge inspector be brought in on this project, due to the siphon. We have alerted Windwave (who is in denial) and Reclamation and are trying to get something set up.



**SPECIAL BOARD MEETING.** We will meet with the CTUIR representatives on Wednesday, December 14 at 1:45 pm in a special meeting to review, discuss, consider and possibly take action on the tribal water right settlement. I may take pictures, just sayin....

**TELEMETRY COMMUNICATION/ROCK CONTRACT:** Cecil Rock came by and gave us an invoice for renting the equipment to place the antenna for \$2800. The first authorization of \$29,578 is complete (paid in 2021 and 2022). The sites are communicating except the siphon, which needs antenna adjustment. He will give us a bid on the new tower at the office. We will review his contract and work as part of our budget discussion at the Thursday board meeting.

There is still work to do on the gates. Repairs and upgrades are possible. Will put \$10,000 in budget for this work.

**BUDGETS:** Working on budgets and hope to have them for distribution at Wednesday special meeting.

**BOARD POLICY:** You have copies of the updated board policy. Please review it and be ready to make changes and take action at the upcoming Board meeting.

**GRANTS/MODERNIZING OUR CANAL:** I have identified and contacted someone to help us with applying for the DEQ Revolving Loan grant and/or OWEB grant. It is Marc Thalacker. As Manager of Three Sisters, he had led the way on finding funding for many districts and helping FCA grow. He and his wife have a consulting firm, specializing in helping small districts. They will come to our district in January. I believe they are the folks to help us get additional funding, using Senator Merkely's support.

**FEDERAL INFRASTRUCTURE FUNDING:** I put our application in for the additional funds of \$60,000 under the federal infrastructure act to complete our work on the Gattenbein corner project. The project involves drainage and lining the canal.

**OWRC CONFERENCE/DIRECTOR:** Lisa and I attended the OWRC conference. Vern, you were missed. As always, there is a lot of information and updates on the federal and state levels. As important are the outreach opportunities to other managers, district employees, state and federal folks. I retired from the Board of Directors, a position I have served for 25 years representing WEID plus three or so years when in Hood River. Lisa will take my place on the Board. Ray Kopacz also retired and his replacement will serve on the Board. Fortunately, Annette Kirkpatrick, HID, is an officer so Umatilla is well represented with these three. I will attend a few meetings and try to attend the Tri-State group.

**MANAGER RECOGNITION:** I really want to thank the Board (especially Dalarie and Vern) and Lisa for their nomination to the SDAO committee for myself as Manager of the Year. I

guess I am the MOY. Boy, what an honor! The videographer showed up last week, on Monday to do his video. Since it was so icy, I thought he might not make it, but he did. We will get to review the video before prime time. The actual presentation will be at the SDAO conference in Sun River on Feb. 10 and 11. They always have a good conference with relevant information for our Districts. We will be listening closely to the new contracting rules. Lisa and I both plan to attend. She has been to several and, if you recall, finish their Leadership program last year. But for now, about me and thanks a lot. I really appreciate this recognition coming so close to the end of my career. But, how close is it??? I remain on the rolling two-year plan.

**POWER BILLS:** With Lisa being ill around Thanksgiving, attending the OWRC conference and being ill again, the power bills have not gone out. She is working on them. They will have a January 31 due date.

**HOT TOPICS:** There are two “hot topics” being talked about at conferences – the new Employee Family Leave Act and Cybersecurity. Lisa has information on these and will discuss them at the Board meeting. SDAO is making the push on cyber security, FYI.

**CHRISTMAS HOLIDAY:** Some of our folks will continue working between the Christmas and New Year holiday. Unfortunately, this year, a lot of employees have been using their PTO on sick leave. The office will be closed December 23 – 30. Lisa will be in to check mail and do payroll on the 29 and 30<sup>th</sup>.

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