

**THREE SISTERS IRRIGATION DISTRICT**  
**BOARD OF DIRECTORS MEETING**  
**MINUTES**  
**NOVEMBER 6, 2018**

**CALL TO ORDER: 10:04 AM BY DON BOYER**

**IN ATTENDANCE:**

Don Boyer, President; Karl Nulton, Vice President; Thayne Dutson, Secretary/Treasurer; Marc Thalacker; District Manager; Linda Thompson, Office Administrator

**ALSO IN ATTENDANCE:** Philip Grisham

**ANNOUNCEMENTS:** Annual OWRC meeting November 27-30. Karl Nulton will attend. Thayne Dutson will see if he can clear his schedule so he can attend as well.

**ELECTIONS:** There was one candidate who submitted a Nominating Petition, Karl Nulton. The election results were certified by Marc Thalacker. A motion was made to appointment Mr. Nulton to fill the vacant position on an interim basis.

Motion: Don Boyer                      Second: Thayne Dutson                      Vote: Unanimous

Karl Nulton was sworn in as board of director for Division 3 for the interim November and December 2018, and as elected member for the 2019-2021 term.

**BOARD BUSINESS ACTION ITEMS:**

**A Consideration of minutes of previous meeting(s)**

**1 Regular BOD 10/02/2018**

The board reviewed the minutes.

Motion: Approve the minutes as written.

Motion: Don Boyer                      Second: Thayne Dutson                      Vote: Unanimous

**B Board Monthly Review of Financial Transactions**

The board reviewed the following reports: Checks to be Approved Reports for 1110, 1130, 1140, and 1150; Bank Account Balances; Void Check Report; Bank Reconciliations

**1 Previous month's transaction report**

Discussion: There were no questions.

Motion: Approve the transaction report.

Motion: Don Boyer                      Second: Thayne Dutson                      Vote: Unanimous

**2 Checks to be Approved 10/01/2018-10/31/2018**

**a FIB Checking Acct 1110**

The board reviewed the Checks to be Approved Report.

A Motion was made to approve 18 E-Pays, checks 9093-9130, with one void 9107.

Motion: Thayne Dutson                      Second: Don Boyer                      Vote: Unanimous

**b FIB Main Canal 1140**

The board reviewed the Checks to be Approved Report.

A Motion was made to approve checks 4912-4955 with two voids 4913, 4926.

Motion: Don Boyer                      Second: Thayne Dutson                      Vote: Unanimous

**c Local Government Investment Pool**

Thayne asked how much we needed to keep in reserves for the DEQ loans. A motion was made to approve the LCIP activities.

Motion: Don Boyer                      Second: Thayne Dutson                      Vote: Unanimous

**d Transaction Binder**

Thayne reported he had reviewed the binder which includes the following documentation: Bank reconciliations for 1110, 1140, 1250, and 2400; void checks; journal entries; payroll reports; and safety committee meeting minutes. He indicated he had no questions and signed off on the binder documentation. A motion was made to approve the binder documentation as reviewed by Thayne Dutson.

Motion: Karl Nulton                      Second: Thayne Dutson                      Vote: Unanimous

**C. Manager’s Budget Report**

Prior to the meeting, the board was provided with the following financial reports for review: Transaction Detail Report; Operating Budget Report; Reimbursement Activity Report; Hydro Operations Report; Capital Budget Report; Construction in Progress Reports Watson McKenzie Main Canal, Watson Micro Hydro, and McKenzie Reservoir Hydro; DEQ Loans and Required Cash Flow; AR Aging Summary; Balance Sheet; Reconciliation Reports for 1110, 1140, 1150, and Capital One.

Marc reported the following:

Operating budget: Income looks good. We have not billed out September well water or additional water for the season. Expenses are on budget. Capital budget: Capital budget is okay. DBBC is ramping up so there will be additional expenses, but still less than budgeted. The final excavator payment is due in December. Reimbursement: 2017 has been cleared, there is still some well water payments due. Hurlley funds were received and we will be billing the water users soon. Watson Hydro Budget: Generation in October was better than September but still below budget, due to the low snow pack. We will be generating November and December for stock water and winter wheat crops, until the creek freezes. Watson Micro-Hydro: We are on budget for expenses, with about \$140k left in reserves. McKenzie Reservoir Hydro: A budget has been prepared showing operating costs and income generation potential. Due to the shortfall, Energy Trust of Oregon is considering providing additional incentives. IGA: Received payment from RRVID for the work done in Sept Oct. Accounts Receivable: Reviewed 90 day balances. Liens will be prepared for water users who have outstanding balances from 2017 and prior. Balance Sheet: The balance sheet balances.

**D. Approve Resolution 2018-05 Surplus 1999 Ford Ranger**

Discussion: The transmission went out and the estimate to repair it is over \$3,000, more than the truck is worth.

A motion was made to surplus the 1999 Ford Ranger. It was requested that Marc put it out for bid before considering scraping it.

Motion: Don Boyer                      Second: Thayne Dutson                      Vote: Unanimous

**E. Approve Resolution 2018-06 Update First Interstate Bank Signers**

Discussion: With the vacancy of Division 3 having been filled, it is necessary for the board and Marc to complete a new signature card at First Interstate Bank. The Resolution is required by the bank in order to change the signature card.

Motion: Thayne Dutson                      Second: Don Boyer                      Vote: Unanimous

**F. Approve Resolution 2018-07 – Safety Maintenance Policy**

Special Districts Association of Oregon provided a template that was adapted to meet the needs of the district. Discussion: The board members reviewed the Safety Maintenance Policy and did not have any questions. A motion was made to approve the policy.

Motion: Don Boyer                      Second: Thayne Dutson                      Vote: Unanimous

**G. Best Practices Video – after reviewing the requirements it was determined this item had already been completed**

**H. Review and Approve purchase of Replacement Vehicle**

The 1999 Ford Ranger is not functioning so Jim is now using the Ford 250 and Marc is using a personal vehicle for TSID business. TSID has a fleet number with Ford and can get a discount on a new vehicle. Marc provided the board with the documentation and pricing. Marc also reported he will be checking with Oregon’s Fleet Vehicle Purchasing agency to see if we can get a better discount through them.

A motion was made to approve the purchase of a new Ford F150 pending the pricing estimate from Oregon Fleet agency.

Motion: Thayne Dutson      Second: Don Boyer      Vote: Unanimous

**I. Review and Approve Rogue River Valley Irrigation District Intergovernmental Agreement**

The board reviewed the RRVID IGA and did not have any questions. A motion was made to approve the RRVID IGA as written.

Motion: Thayne Dutson      Second: Don Boyer      Vote: Unanimous

**OLD BUSINESS & MANAGERS REPORT**

- **Signing of Documents:** BOD signed previous meeting minutes and resolutions.
- **Watson Hydro:** There was a problem with overheating but the issue has been resolved.
- **McKenzie Hydro:** Requested additional subsidies from ETO. Marc provided the board with a spreadsheet outlining the income and expenses over a 30 year period. Showing the breakeven and profit making time frames.
- **Net Metering Project:** Requested a commercial date of November 5<sup>th</sup> (yesterday).
- **Watson-McKenzie Pipeline:** Backfilling will resume in November.
- **OnFarm Projects:** Onfarm projects will resume in November.
- **Operational Technology:** Figuring out how to balance the fish screen and penstock.
- **Anadromous Reintroduction & HCP:** There will be a meeting in December and Marc requested all board members attend.
- **Operations & Maintenance:** Will be installing meters in HCCB once the pipeline is in.
- **Committee Reports:** No.

**NEW BUSINESS:**

**LETTERS TO THE BOARD: NA**  
**ADJOURN: 11:46 AM - DON**

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**Don Boyer, President**

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**Karl Nulton, Vice President**

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**Thayne Dutson, Secretary/Treasurer**