

**THREE SISTERS IRRIGATION DISTRICT  
BOARD OF DIRECTORS MEETING  
MINUTES  
DECEMBER 4, 2018**

**CALL TO ORDER: 10:02 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:** INSTREAM LEASING 2019

**ANNOUNCEMENTS:**

**BOARD BUSINESS ACTION ITEMS:**

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

**1 Regular BOD 11/06/2018**

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: Transaction detail report, Checks to be Approved Reports for 1110, 1140, and 1250 LGIP; Bank Account Balances; Void Check Report.

**1 Previous month's transaction report**

Discussion: There were no questions.

Motion: Approve the transaction report.

Motion: Don Boyer                      Second: Karl Nulton                      Vote: Unanimous

**2 Checks to be Approved 11/01/2018-11/30/2018**

**a FIB Checking Acct 1110**

The board reviewed the Checks to be Approved Report.

A Motion was made to approve 18 E-Pays, checks 9131-9168; no voids.

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 4956-4991; no voids.

Motion: Thayne Dutson                      Second: Don Boyer                      Vote: Unanimous

**c Local Government Investment Pool**

The board reviewed the LGIP transaction report.

A motion was made to approve the LCIP activities.

Motion: Thayne Dutson                      Second: Karl Nulton                      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; loan balances; 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: Thayne Dutson

Second: Don Boyer

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. There was a question about office expenses, which was identified as a miss-classified item. This will be corrected. Capital budget: Capital budget is okay. The final excavator payment has been made. Reimbursement: This report includes on farm, special items, and TSID well water. Some adjustments will be made to the report to make it more readable. Watson Hydro Budget: Generation in November was up, but will be about \$12,000 short of budgeted income due to the drought. Watson Micro-Hydro: Start-up was November 5<sup>th</sup>. Remaining items include the door and roof. Those costs are within budget. McKenzie Reservoir Hydro: Energy Trust has okayed the additional funding to offset the income shortage. The board would like a comprehensive overview of the projected costs, income, and expenses for the McKenzie Hydro. A meeting was scheduled for Tuesday December 11<sup>th</sup> at 9:00 am. 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. There were no action items**

#### **OLD BUSINESS & MANAGERS REPORT**

- **Signing of Documents**: BOD signed previous meeting minutes.
- **Watson Hydro**: The system is running well; however, generation is down due to the drought this water season.
- **McKenzie Hydro**: Plan on starting work June 1, 2019 and will move at a steadier pace than the micro hydro.
- **Net Metering Project**: Doors will be done soon, the rough electric is done. The heater has been installed. We will perform additional testing in February.
- **Watson-McKenzie Pipeline**: The crew is backfilling at a steady pace. Additional CDL drivers may be necessary to complete the project.
- **OnFarm Projects**: The guys are working on the HCCB and have started crossing the highway between the two sections.
- **Operational Technology**: RAI has been charging us \$200 to maintain our data in the cloud. They just sent a bill and the cost will increase to \$7,400 for 2019. Therefore, we will be

transitioning soon. We have two bids for the project.

- **Anadromous Reintroduction & HCP:** All board members are asked to attend the 12/13/18 meeting. The other seven districts board members will be attending as well.
- **Operations & Maintenance:** General ongoing maintenance as needed.
- **Committee Reports:** No.

**NEW BUSINESS:**

**LETTERS TO THE BOARD: NA**

**ADJOURN: 11:47 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**