



## **SWALLEY IRRIGATION DISTRICT BOARD MINUTES**

### **January 2017**

The Board of Directors of the Swalley Irrigation District met on January 18, 2017 at the District office for the purpose of conducting its monthly business.

#### **Call to Order**

President McCarrel called the meeting to order at 9:03am. Those in attendance were directors Steve McCarrel, Kelly Patrick, and manager Jer Camarata.

Minutes of the December 21, 2016 board meeting were reviewed and on motion made and seconded, unanimously approved.

#### **Business from the Floor/Public Comment**

None

#### **Financial**

The board reviewed the accounts payable list and financial reports as prepared. On motion made and seconded, the accounts payable list was unanimously approved.

#### **Old Business**

None

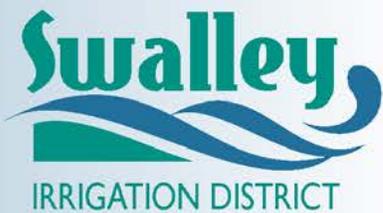
#### **Manager's Report**

- 1) The December stock run was cancelled due to snow, ice, and cold weather. Brief discussion ensued whether the weather would allow for a January stock run. Status updates will be provided on the website and available at the District office.
- 2) Winter weather has caused delays to the Fish Ladder Project. The contractor will be brought back onsite to complete the project as weather permits.
- 3) Discussion ensued regarding Swalley's participation in the DBBC Marketing and Outreach program for 2017. The program is promised to be more patron-focused than the previous year. Swalley's portion of annual 2017 DBBC Marketing and Outreach costs are estimated to be \$2,700. Camarata thought that it was possible to participate and still stay within budget. It was recommended that the District participate in the program for 2017 with the expenses to be paid for out of the Fees Budget. The board agreed with the recommendation and will evaluate the efficacy of the program, and costs, on an ongoing basis.
- 4) Camarata discussed plans for applying to the Oregon Water Resource Department and Oregon Watershed Enhancement Board for competitive grants that could be used for piping projects as soon as Fall/Winter, 2017. Grant application deadlines are April 5<sup>th</sup> and May 1<sup>st</sup>.
- 5) A copy of the North Canal Diversion Dam annual inspection report was presented and discussed.
- 6) Camarata asked the board if they were willing to contribute to the Renewable Energy Coalition (REC) at a cost of \$25 per month. REC is the premier expert when it comes to focusing on the cumulative and growing legal impacts that small hydropower producers face with continued production. Discussion ensued. On

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motion made and seconded, it was unanimously approved to authorize the manager to join REC on a Not to Exceed-basis of \$25 per month for the 2017 calendar year.

7) 2017 Annual Assessments and a Winter Newsletter were sent out to patrons on 1/13/2017.

8) The 2016 Annual Audit Review is scheduled for February 13-14, 2017

9) The Rogers Easement Project has commenced, is on schedule, and currently under budget. Any remaining budget funds will be applied to the Riley Lateral Easement Project. Camarata hopes to have all District easements re-mapped, re-surveyed, and re-documented within the next 3-5 years.

10) Brief discussion ensued regarding staff performance and staffing needs. Camarata is pleased with the staff as-is. 2016 annual staff evaluations are complete. Camarata said that he and the office manager will be brainstorming a retirement and succession planning approach for the office manager in the coming months as she has indicated possible retirement in 2-3 years. Camarata suggested that cross training is the preferred method for such a position.

#### **New Business**

The board was provided with an Annual Employee Evaluation Form for the manager. Board members said that they would individually submit copies of the completed form to the manager by the next board meeting.

#### **Legal Report**

None

#### **Other Business**

None

#### **Adjournment**

There being no further business, President McCarrel adjourned the meeting at 12:00pm.

Attest: \_\_\_\_\_ President McCarrel

Attest: \_\_\_\_\_ Secretary Camarata

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