



SWALLEY IRRIGATION DISTRICT BOARD MINUTES

November 20, 2019

The Board of Directors of the Swalley Irrigation District met on November 20, 2019 at the District office for the purpose of conducting its monthly business.

Call to Order

President McCarrel called the meeting to order at 9:00 am. Those in attendance were directors Steve McCarrel, Dennis Gant, Kelly Patrick, and general manager Jer Camarata.

Prior Minutes

Minutes from the October 16, 2019 Board Meeting were reviewed and on motion made and seconded, unanimously approved.

Minutes from the October 24, 2019 Special Board Meeting were reviewed and on motion made and seconded, unanimously approved.

Business from the Floor

None.

Financial/Hydro Report

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

New Business

- Discussion ensued regarding an unbudgeted funds request from staff for new office flooring. The existing office carpet is 25 years old and in need of replacement. A competitive bid was presented. On motion made and seconded, the request was approved. Staff will work with the flooring contractor to get the project completed prior to the end of the 2019.

- This year the Oregon Legislature passed Senate Bill 479 requiring the establishment or adoption of a written policy (with very specific policy provisions) to prevent workplace harassment, discrimination and retaliation. This new legislation goes into effect on January 1, 2020 and the District is being required to have a policy in place that meets the requirements of SB 479 by January 1, 2020. A draft template policy for consideration was presented and discussed. Camarata will modify the draft template to be Swalley-specific and re-present to the Board in December.

- A Draft 2020 Annual Budget was presented and discussed at length. Proposed budget categories and figures were considered and deliberated on a line by line basis and adjusted accordingly based on consensus from the Board and Management. Once all budget categories and figures were recalculated and balanced to consensus, a motion was made and seconded

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to approve and adopt the Draft 2020 Annual Budget in its existing condition as modified. The motion was unanimously approved and Chairman McCarrel and Secretary Camarata were authorized to execute Resolution 19-2; A Resolution Concerning Billing & Collecting Incurred Charges – and the Annual 2020 Budget was therefore declared approved and authorized. The Swalley Fees, Fines, and Assessment Policy shall also be updated accordingly. Camarata will write a short newsletter to be included with this year’s annual assessment billings.

Manager’s Report

1) A status update on the Deschutes Basin Habitat Conservation Plan (HCP) was provided. The plan is currently out for a public comment. Expenses for the project are over budget.

2) A status update of the Rogers Lateral Pipeline Project (RLPP) was provided. Weekly project status reports are being provided to the Board via email. The project is going well and on schedule.

3) The City of Bend recently accepted, in full, the District’s requests for revisions to a draft Intergovernmental Agreement (IGA) concerning design review for the Proposed North Sewer Interceptor Pipeline. As authorized, Camarata executed the modified IGA. Design review for the project has since commenced with boring and potholing activities.

4) Recent blasting activities have occurred in close proximity to the Kotzman Lateral that staff and engineering are concerned about. Camarata provided a memo from Engineer, Kevin Crew on the matter. Discussion ensued.

5) Annual staff evaluations have commenced. The Board was provided with evaluation forms for evaluation of the general manager.

Legal Report

-The Board was provided with two privileged and confidential attorney-client communication legal memorandums from counsel concerning: 1) Stock water deliveries, and 2) Review of a stacked water right issue. The Board and Management will carefully review the memos and plan to discuss at the December Board Meeting, in Executive Session if necessary.

Adjournment

There being no further business, Director McCarrel adjourned the meeting at 11:45 pm.

Attest: _____ Director McCarrel

Attest: _____ Secretary Camarata