

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
TALENT IRRIGATION DISTRICT
JULY 2, 2024**

THE BOARD OF DIRECTORS OF THE TALENT IRRIGATION DISTRICT met in regular session at the office of the district located at 104 West Valley View Road, Talent, Oregon, on the above date. President Winters called the board meeting to order at 7:00 a.m.

PRESENT:

Mike Winters -----	President
Jeff Bohn -----	Vice President
Jeff Hogan -----	Director
Wanda Derry -----	Secretary/Manager
Sharee Burns -----	Administrative Assistant
Bo Bergren -----	Dam Operator

VISITORS:

Ricky Clark -----	OSU Extension Service
Alec Levin -----	OSU Extension Service
Matt Borman -----	Bear Creek Orchards/MID Board Member
Dawn Watson -----	Water User at 4491 Pioneer Rd.
Dan Carballo -----	Water User at 4500 Pioneer Rd.
Tom Perdue -----	Water User at 5122 S. Pacific Hwy
Jolynn/Wayne Hansen -----	Water Users at 5204 S. Pacific Hwy
Gary Evans/Deva Fleming -	Water Users at 5216 S. Pacific Hwy
John Funke -----	Water User at 585 W. Valley View Rd./ Green Springs Power Plant Operator

MINUTES OF THE REGULAR BOARD MEETING OF JUNE 4, 2024

The Minutes of the Regular Board Meeting of June 4, 2024 were considered. Director Bohn made a motion to approve the minutes as presented. The motion was seconded by Director Hogan and unanimously passed. President Winters, Vice President Bohn, Director Hogan, and Manager Derry signed the June 4, 2024 Minutes.

EXPLANATION OF CLAIM SHEET FOR MAY \$180,002.38

The Board reviewed the Claim Sheet for May for check numbers 2593 through 2681 and the itemized list of Visa charges for the month. The total Claim Sheet amount of \$180,002.38, less the exceptional items of \$31,252.04, leaves a Claim Sheet balance of \$148,750.34 for the regular expenses for the month.

Manager Derry briefly reviewed the largest exceptional items for the month. A motion was made by Director Bohn to approve the Claim Sheet and the list of itemized Visa charges for May as

presented. The motion was seconded by Director Hogan and unanimously passed. Both President Winters and Manager Derry signed the Claim Sheet.

FINANCIAL SUMMARY, ITEMIZED BUDGET COMPARISON, ASSESSMENTS RECEIVABLE, BALANCE SHEET AND PROFIT AND LOSS STATEMENT FOR MAY 2024

The Board was supplied with copies of the Financial Summary, Itemized Budget Comparison, Assessments Receivable, Balance Sheet and Profit and Loss Statement for May 2024.

The budget should be at 67% for May and the Income is at 93% and Expenses are at 59%.

WATER SUPPLY

Manager Derry went over the current water supply numbers as of today:

Howard Prairie	32,145 acre feet or 53% of capacity
Hyatt Lake	9,104 acre feet or 56% of capacity
Emigrant Lake	<u>21,632</u> acre feet or 56% of capacity
	62,881 acre feet or 55% of capacity

Our supply is slightly above where it was this time last year.

PUBLIC COMMENTS (LIMITED TO 5 MINUTES)

Ricky Clark – OSU Extension Service

He stated that they will start irrigating the grapes next week.

Dan Carballo – 4500 Pioneer Road, Medford – No Comments

Dawn Watson – 4491 Pioneer Road, Medford – No Comments

Tom Perdue - 5122 S. Pacific Hwy., Phoenix

Tom stated that he is not getting enough water to irrigate his property. President Winters asked Tom if his schedule to irrigate is 4 hours every other Friday and Tom confirmed that is correct. Tom does not know why he is not getting his water. President Winters stated that we need to investigate the situation to try and figure out what the issue is. When his rotation starts this Friday, we will make sure that the water makes it to his property.

Jolynn and Wayne Hansen - 5204 S. Pacific Hwy., Phoenix

Jolynn wanted to know what has been done to take care of the water theft in their area. Manager Derry stated that we cut steel box lids and installed them with padlocks on both boxes on June 24th, to prevent everyone from having access to the boards in the box. Jolynn stated that no one told her that this was done. Manager Derry stated that from now on the ditch rider will be turning the water on for Jolynn's property every other Thursday at noon to start her rotation.

Manager Derry stated that she went out to check on the water while Jolynn was irrigating on Friday, June 21st. The water was running off their hayfield across the asphalt driveway to Rising Sun Farms, and into the road ditch, and on to Medford Irrigation District. She also stated that other District employees confirmed that water continued to run on Saturday and Sunday. Jolynn stated that is not her water, it was runoff water from people up above her property.

Jolynn's next rotation starts this Thursday and President Winters stated that we will make sure they receive their water.

Matt Borman – Bear Creek Orchards and Medford Irrigation District board member

Matt asked if there are more people using water this year because the water use is above what it was this time last year, and we have not hit extreme temperatures at this time. Manager Derry stated that there are more people using water this year because they know we have a better supply than we have had for the last several years.

Gary Evans and Deva Fleming - 5216 S. Pacific Hwy., Phoenix

They attended the meeting for the first time and just wanted to see how things work at the district.

John Funke – 585 W Valley View Rd. – No comments

ALEC LEVIN, DIRECTOR OF SOUTHERN OREGON RESEARCH & EXTENSION & RICKY CLARK, OSU EXTENSION SERVICE – PRESENTATION TO THE BOARD ABOUT A PROPOSED WATER STUDY

Ricky Clark and Alec Levin were present at the meeting; however, Manuel Garcia who was supposed to make the presentation was not able to make the meeting. Ricky asked to have this item placed on the agenda again for the August board meeting.

CREW WORK REPORT AND EQUIPMENT REPAIRS

A copy of the report was supplied to the Board. We started moss removal on the Talent Canal this week. We have repaired several leaks, performed augers, replaced valves, built steel box lids, and repaired the Coleman Creek auto screen.

Manager Derry stated that the new flail we ordered 7 weeks ago was delivered here yesterday morning.

UPDATE ON RBWUC, INC. ISSUES

Biological Opinion

No update

Adjudication

No update

Water Right Regulation

Manager Derry stated this issue in the court system and it is attorney client privileged, confidential information.

Jordan Ramis invoice for 5/31/2024 - \$4,200.00 ÷ 3 = **\$1,400.00 per district**

REVIEW LEASE ADDENDUM FOR THE KERSHAW POND TO EXTEND THE LEASE FOR AN ADDITIONAL 25 YEARS

Manager Derry provided the Board with copies of the lease addendum prepared by Attorney Blackhurst. There are no new changes to the lease, it just extends another 25 years, from 10/29/2024 to 10/28/2049. The annual rent escalation remains at 3%. The last payment was \$1,187.14 in October 2024. Manager Derry stated if the Board is good with the addendum, they can make a motion to authorize Manager Derry to sign it on behalf of the District.

A motion was made by Director Bohn to authorize Manager Derry to sign the lease addendum on behalf of the District. The motion was seconded by Director Hogan and unanimously passed.

REVIEW THE PROPOSAL RECEIVED FROM AUTOMATIC DATA PROCESSING (ADP) FOR OUTSOURCING OUR PAYROLL

There have been discussions off and on, over the years about outsourcing the district's payroll. It is difficult to find someone who has payroll experience in addition to bookkeeping skills.

Manager Derry stated the District's current payroll process needs to be updated along with the pay period ending dates, to allow more time for payroll processing. For at least 24 years, the district's pay periods have ended on the 15th and the last day of the month, with the paychecks being issued on the 15th and the first day of the month. This process means there are times when employees must estimate the number of hours they will be working on the 14th, 15th, and the last couple days of each month. Estimating hours for a couple of days per pay period, or having people call in sick after the checks are printed, are issues that can easily be resolved by allowing more than 2 days to process the payroll.

The proposal from ADP would put the district on a bi-weekly payroll with time going in one week prior to the checks being printed. (There will be no more estimating of hours.) ADP files all monthly, quarterly, and annual payroll reports, except for PERS, which the district will need to file after receiving the payroll reports from ADP. They also assume all responsibility and liability for making sure everything is filed on time. This makes them liable for any wrong filings or penalties that may arise if there is an error. This also would greatly reduce the amount of time spent on payroll processing. We can also offer or mandate, direct deposit so no payroll checks are being signed in the office.

The total estimated cost per year for payroll processing, filing of all monthly and quarterly reports and processing of W-2's and the automated timecards where employees keep track of their hours on their cell phones is \$5,485.26. The current estimate of our annual payroll processing is approximately \$11,131.60 which includes the annual QuickBooks payroll subscription.

Following a brief discussion, a motion was made by Director Bohn to approve outsourcing our payroll to ADP. The motion was seconded by Director Hogan and unanimously passed.

REVIEW UPDATED PROCUREMENT AND PAYABLES POLICY

We all know the cost of purchases and repairs have dramatically increased over the years. Manager Derry requested the Board's permission to update the dollar amounts in the policy. She contacted the managers at MID and RRVID to get an idea of what their dollar amount is for this policy and both of theirs is \$10,000.

Manager Derry presented the Board with the updated policy to now state that purchases of less than \$10,000 do not require quotes, but the best available price will be sought before making the purchase. The requirement of any purchases above \$10,001 needing 3 written quotes remains. All purchases above \$2,500 must be approved beforehand by the Manager. Vice President Bohn wanted to make sure that the best available prices will always be sought and Manager Derry let him know that they would. Following a short discussion, a motion was made by Director Bohn to approve the updated policy. The motion was seconded by Director Hogan and unanimously passed

INFORMATIONAL

EPA Grant for the Billings Siphon/East Canal Project

The Board was supplied with a copy of the email dated June 12th from Tom Heintzman with the Bureau, giving an update on short term plans on the proposed project. Tom reminds us that according to the System Improvement Plan, the current water pressure coming into the siphon from the open canal is 42 psi. If the East Canal were to be piped up to the siphon, the psi would likely increase to 185 to 190. This needs to be taken into consideration for potential piping of the East Canal.

EXECUTIVE SESSION

The Regular Board meeting was adjourned at 7:50 a.m. and President Winters announced the Board will be in Executive Session as provided by "ORS 192.660(2)(i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing". ORS 192.660 (2)(a) "To consider the employment of a public officer, employee, staff member or individual agent."

The executive session adjourned and returned to general session at 9:08 a.m.

The Board discussed updating the wage scale. The prior wage scale was very complicated and used various percentage increases between grade levels. The proposed new wage scale shows whole dollar amounts for each grade level. The Board reviewed an analysis spreadsheet showing the impact of recent staff changes and the effects to the current budget year. Following discussion, a motion was made by Director Bohn to approve the new wage scale and updated rates for employees. The rates take effect July 1st except for two employees who will have retroactive rates to June 1st. The motion was seconded by Director Hogan and unanimously passed.

There being no other business to come before the Board, President Winters adjourned the regular meeting at 9:34 a.m.

Official Minutes: Approved as presented: X
 Approved as amended: _____
 (If marked here, see minutes of the next meeting for text of amendment(s).)

DATE: August 6, 2024

ATTEST: Wanda Derry
 Wanda Derry Secretary/Manager

MSWINTERS
Mike Winters, President

[Signature]
Jeff Bohn, Vice President

[Signature]
Jeff Hogan, Director
Constituting the Board of Directors of
the Talent Irrigation District